

# WebEOC Training



# ***Topics***

## **Module 1 – WebEOC Overview**

## **Module 2 – Getting Started**

- Accessing WebEOC**
- Adding to Favorites/Bookmark**
- Opening Favorites**
- Setting a Home Page**
- WebEOC Login**
- Pop-up Blocker**
- Setting Your Password**
- Typical Control Panel**

# ***Topics Continued***

## **Module 3 – Status Boards**

- Position Log**
- Mission/Task**
- Significant Events**
- Shelters**

## **Module 4 – Forms**

## **Module 5 – Links**

## **Module 6 – MapTac**

## **Module 7 – NWS Weather Alerts**

## **Module 8 – Administrative Items**

# ***Module 1***

## **WebEOC Overview**

# ***What is WebEOC?***

- WebEOC is a web-based incident management system.
- WebEOC is a data base that contains incident records and only records for that incident are visible.
- One of great features of WebEOC is that if you have an internet connection, you can access WebEOC whether you are in the office, at home or on the road.

- Used in the State Emergency Operations Center (SEOC) to coordinate the use of state's assets after your local mutual aid has been exhausted.
- Provides a link from the SEOC to local and tribal during real-time events and exercises.
- Allows users to have access to real-time information simultaneously without having to purchase the product.
- So if you want to monitor an event that is taking place in the state you can view it through WebEOC
- Unlimited users
- User friendly, easy to learn
- We have been able to customized it to meet our State's needs
- Complies with ICS/NIMS/ESF structures

# Security



- Admin Profiles Manager controls privileges.
- Automatic account lockout after failed three attempts.
- Audit Log has been added to the Admin Manager.
- Each record is automatically time-stamped & IDs the user.
- Strong Passwords
- We have chosen that you use one number one capital letter for a total of 6 characters

# ***Module 2***

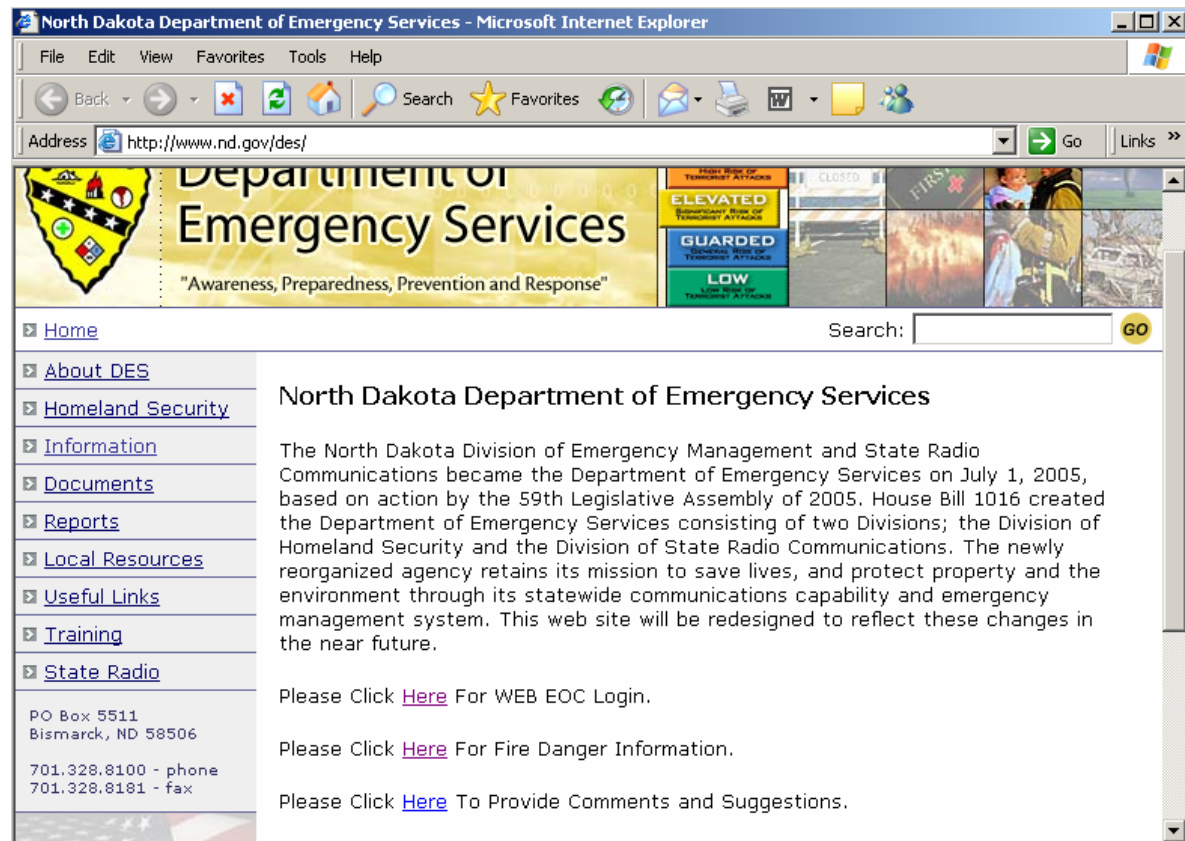
## Getting Started



# Accessing WebEOC

*The WebEOC link is located on the Department of Emergency Services Website*

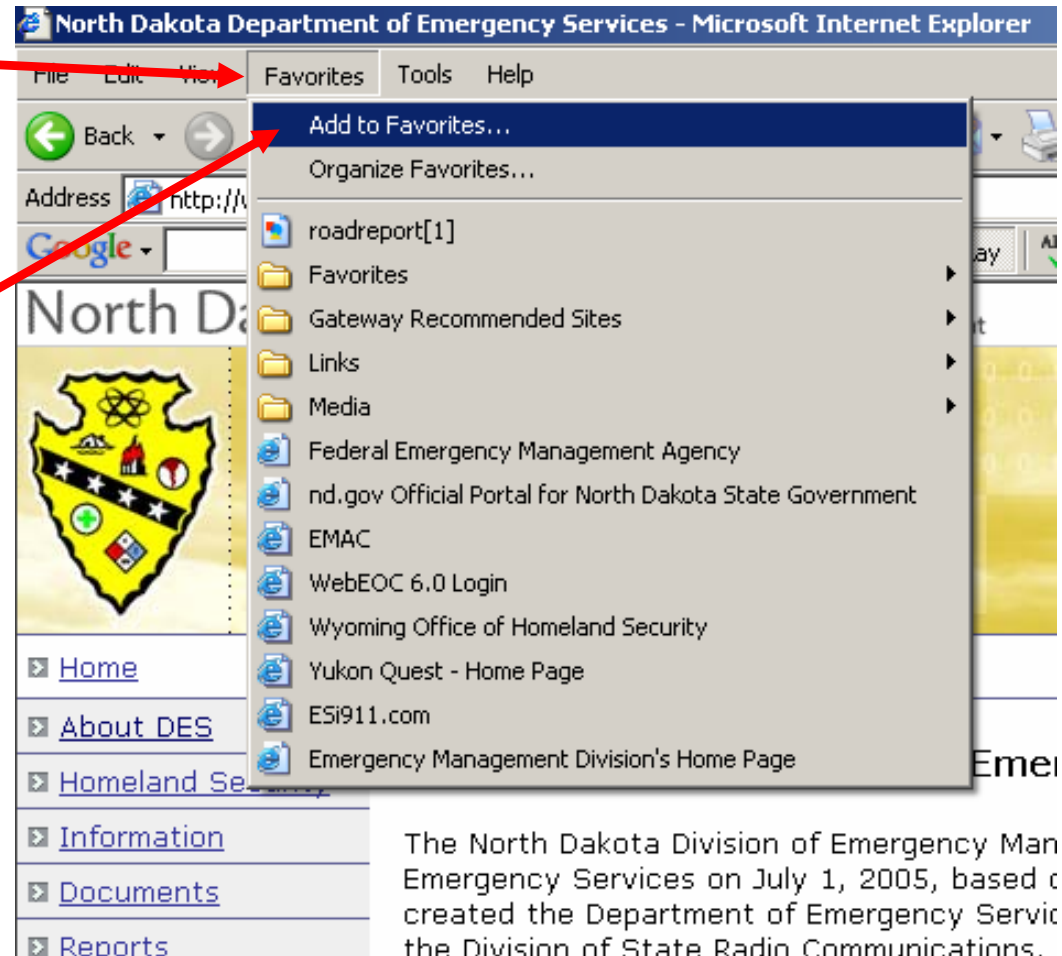
<http://www.nd.gov/des/>



# Adding to Favorites

**Click “Favorites/Bookmark”  
and a drop down menu will  
appear.**

**Click “Add to Favorites”**



The North Dakota Division of Emergency Management Services on July 1, 2005, based on the creation of the Department of Emergency Services, the Division of State Radio Communications.

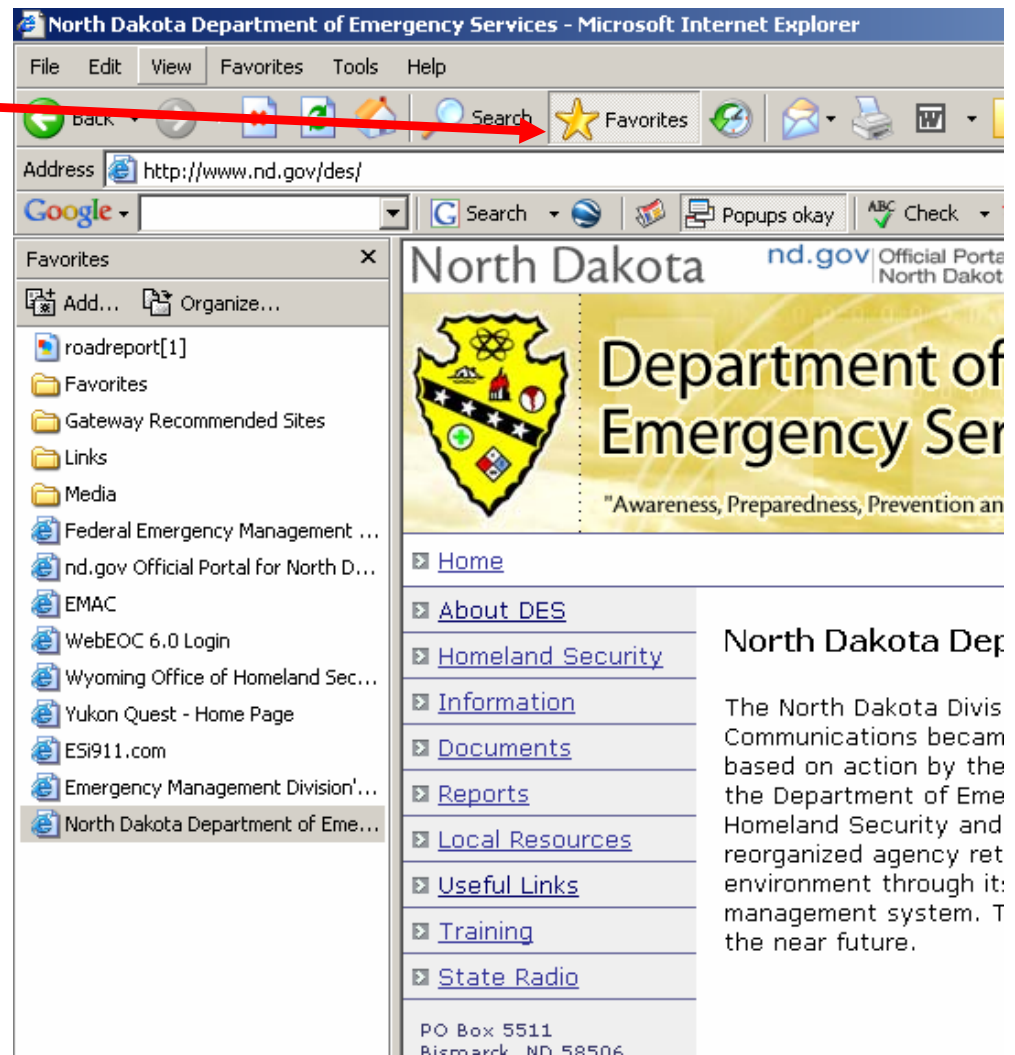
# Adding to Favorites (cont)

*Click "OK" and this website is added to your favorites*



# Opening Favorites


*Click “Favorites” to display your favorites*



# If you want to use our website as your Home Page

*Click "Tools"*

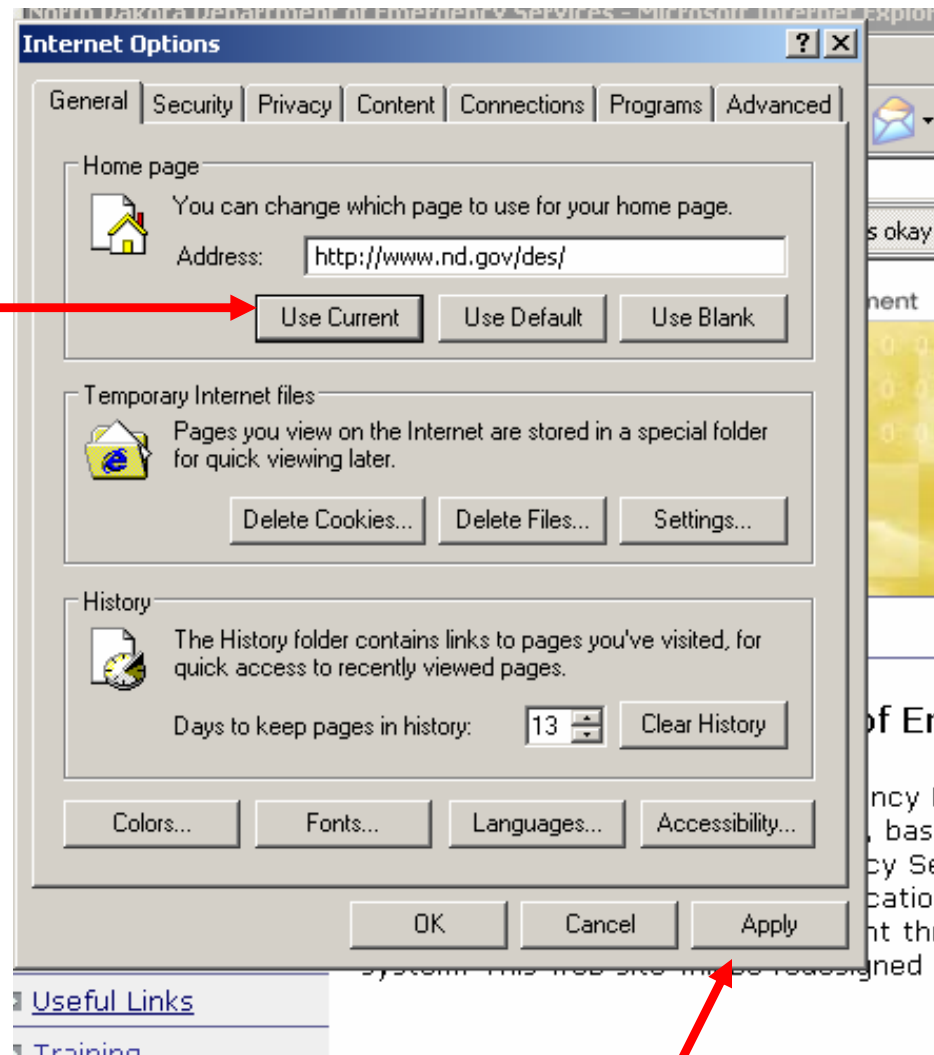
*Click "Internet Options"*



The screenshot shows the Microsoft Internet Explorer browser window. The title bar reads "North Dakota Department of Emergency Services - Microsoft Internet Explorer". The menu bar includes File, Edit, View, Favorites, Tools, and Help. The Tools menu is open, displaying options such as Mail and News, Pop-up Blocker, Manage Add-ons..., Synchronize..., Windows Update, Windows Messenger, Reset Web Settings..., and Internet Options... (which is highlighted). The address bar shows "http://www.nd.gov". The main content area displays the North Dakota Department of Emergency Services logo and the text "Department of Emergency Services" and "Awareness, Preparedness, Prevention and Response". A sidebar on the left contains links: Home, About DES, Homeland Security, and Information. The right sidebar contains the text "North Dakota Department of Emer" and "The North Dakota Division of Emergency Man. Emergency Services on July 1, 2005 based o".

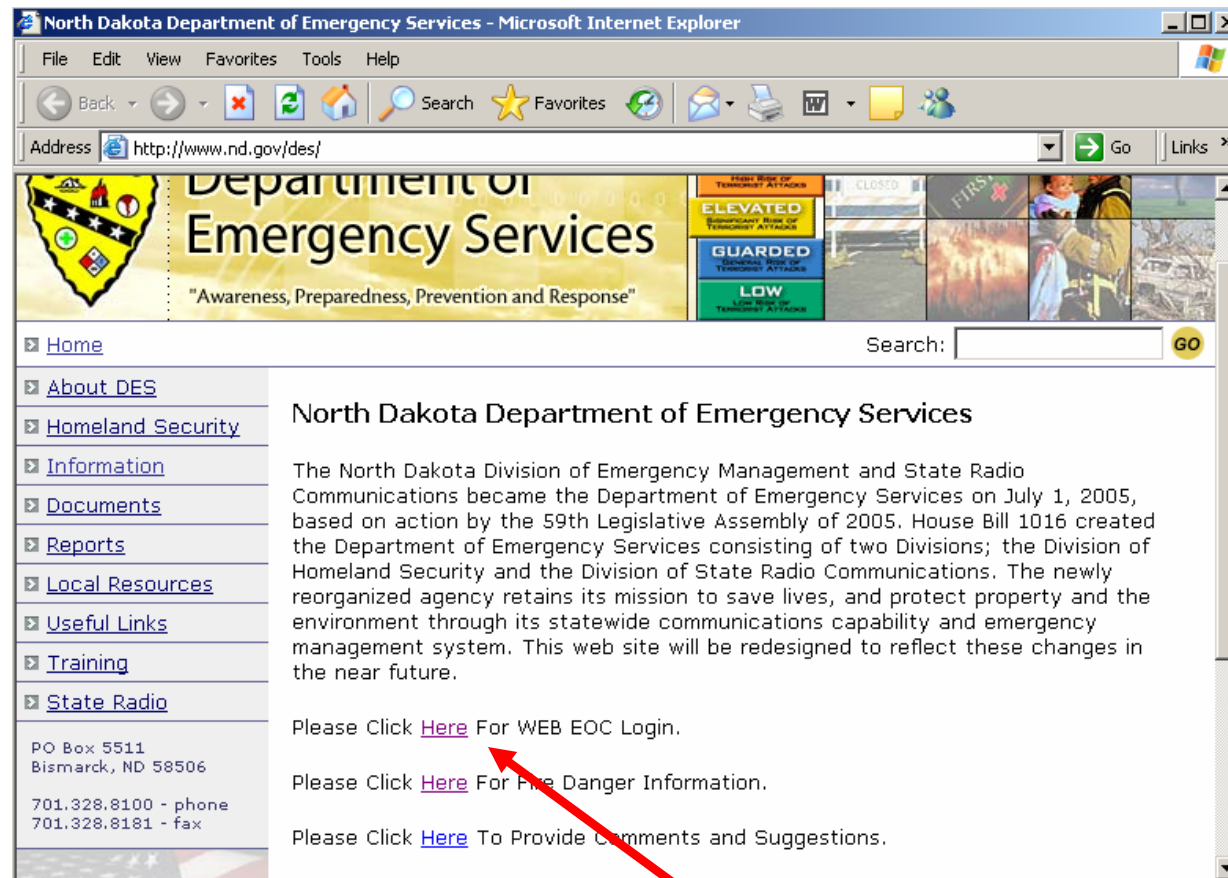
# Setting your Home Page (cont)

**Click “Use Current”**



**Click “Apply”**

# WebEOC Login



**Click "Here"**

# WebEOC Login Screen

Unless other wise  
instructed select *All  
Jurisdictions*

*Find your user name*

*Enter your password*

*Select the Incident you  
want to log into*

The image shows the WebEOC 6 Login screen. It has a dark blue header with the text 'WebEOC 6 Login:' and the ESI logo. The main area is light gray. There are four fields with labels: 'Jurisdiction:', 'User:', 'Password:', and 'Incident:'. The 'Jurisdiction' dropdown is set to 'All Jurisdictions'. The 'User' listbox contains several options, with 'Hazard Emergency Manager' selected. The 'Password' field is masked with dots. The 'Incident' dropdown is open, showing a list of incidents with '—NP Winter Storm Demo 1' selected. A 'Log In' button is at the bottom right. Red arrows point from the instructions on the left to each of these four fields. At the bottom left, it says 'WebEOC® is a registered trademark'.

WebEOC 6 Login: ESI

Jurisdiction: All Jurisdictions

User: Hazard County  
Hazard DOT  
Hazard Emergency Manager  
Hazard Hwy Patrol  
Hazard National Guard  
Hettinger County EM  
Highway Patrol  
Historical Society

Password: .....

Incident: —NP Winter Storm Demo 1  
Simulation  
Master View  
—DOT Aircraft DEMO  
—NP Winter Storm Demo 1  
—NP Winter Storm Demo 2  
—NP Winter Storm Demo 3  
—NP Winter Storm Demo 4  
—NP Winter Storm Test  
Setup

Log In

WebEOC® is a registered trademark

*Click the Log In button*



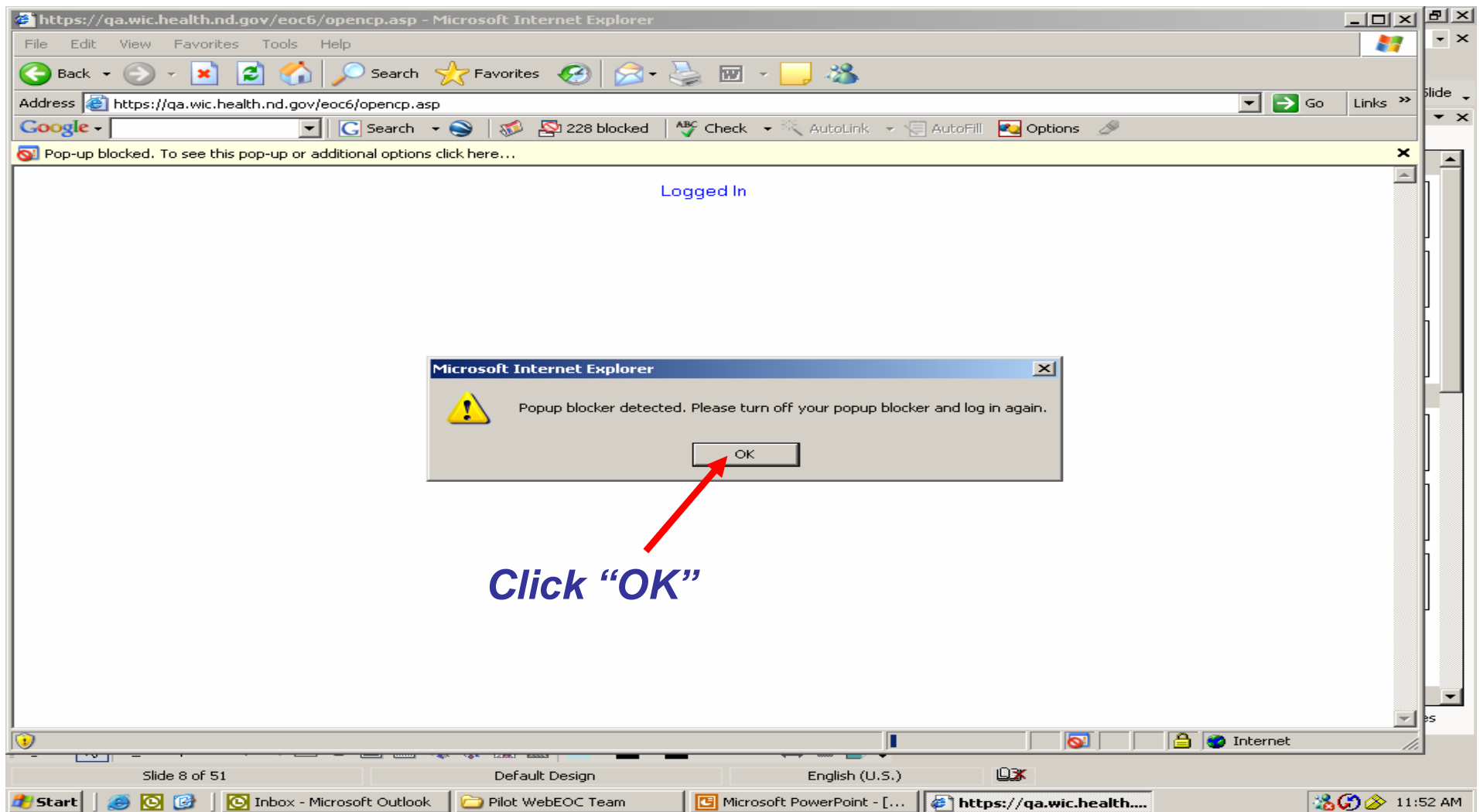
***Enter your Name  
(identifies you as  
an individual and  
populates name  
field in Position  
Log entry)***

***Click on “Login”***

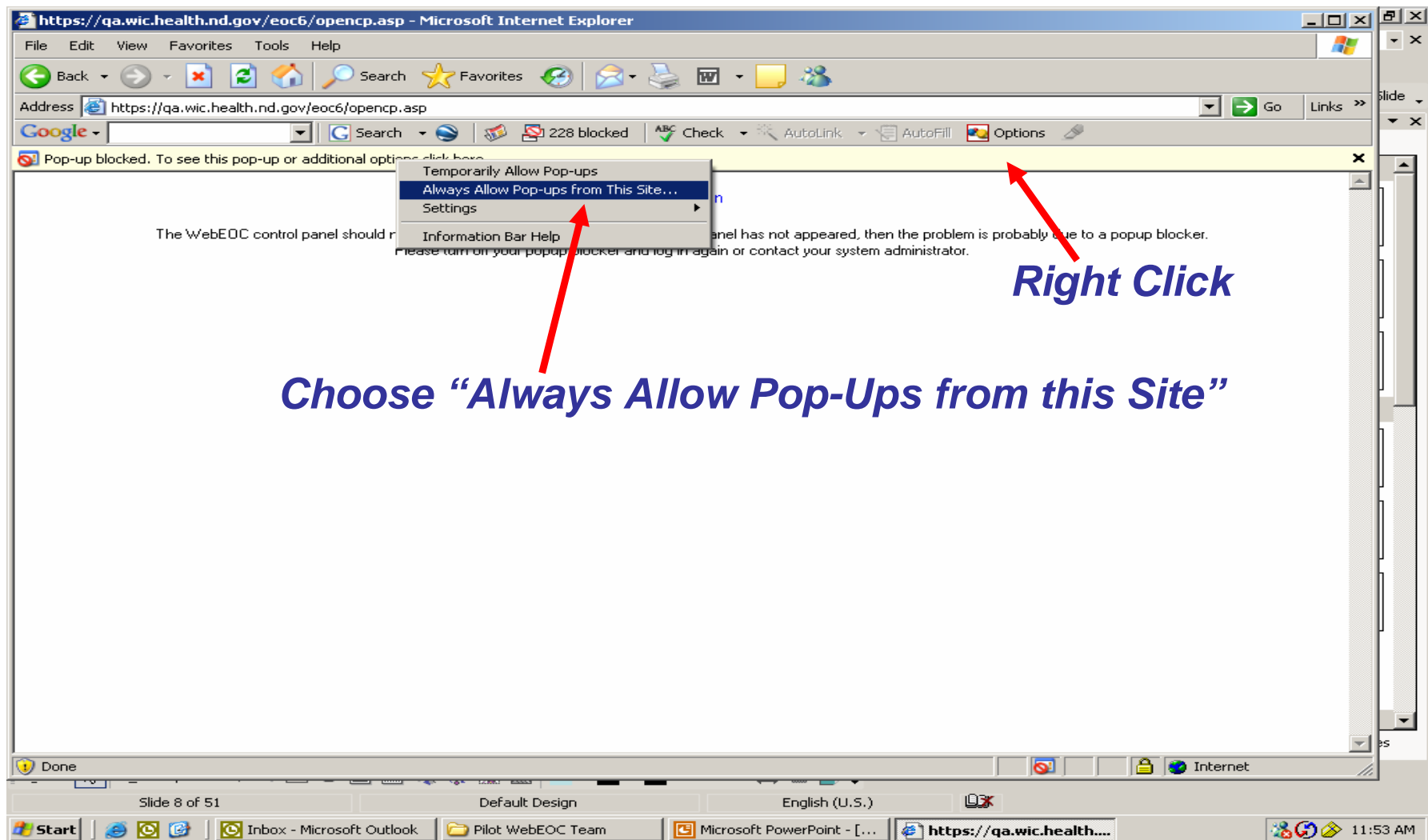
The screenshot shows a web form with a dark blue header bar containing the text "Enter Additional Login Information:" in yellow. Below the header, there are five input fields on the right and their corresponding labels on the left. The "Name:" field contains the text "Geneva L. Anderson". The "Location:", "Phone Number:", and "Email:" fields are empty. The "Comments:" field is a larger text area, also empty. At the bottom right of the form is a "Login" button. Two red arrows are overlaid on the image: one points from the blue text on the left to the "Name:" input field, and the other points from the blue text below to the "Login" button.

Name:	Geneva L. Anderson
Location:	
Phone Number:	
Email:	
Comments:	
<input type="button" value="Login"/>	

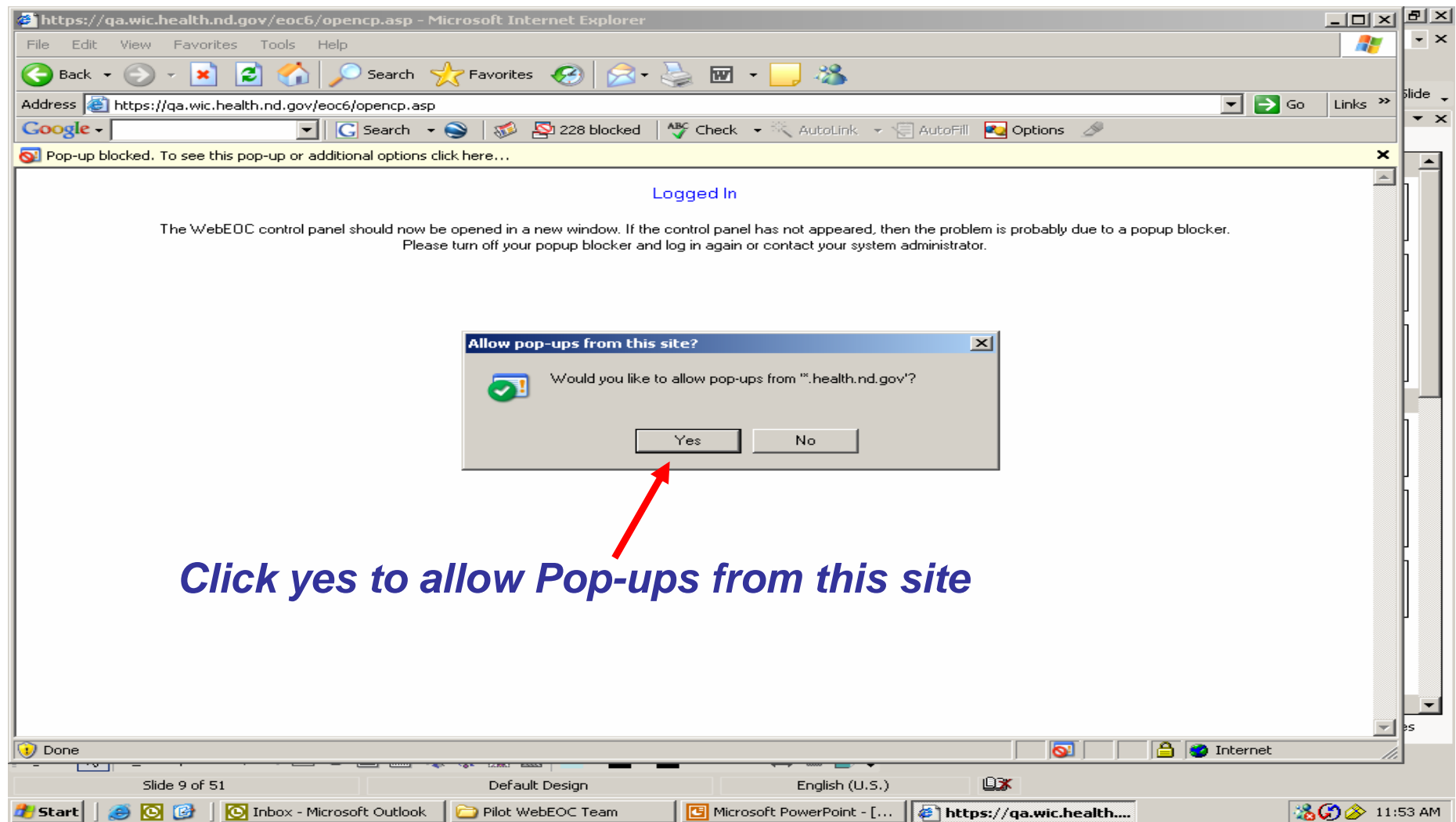
# Pop-Up Blocker



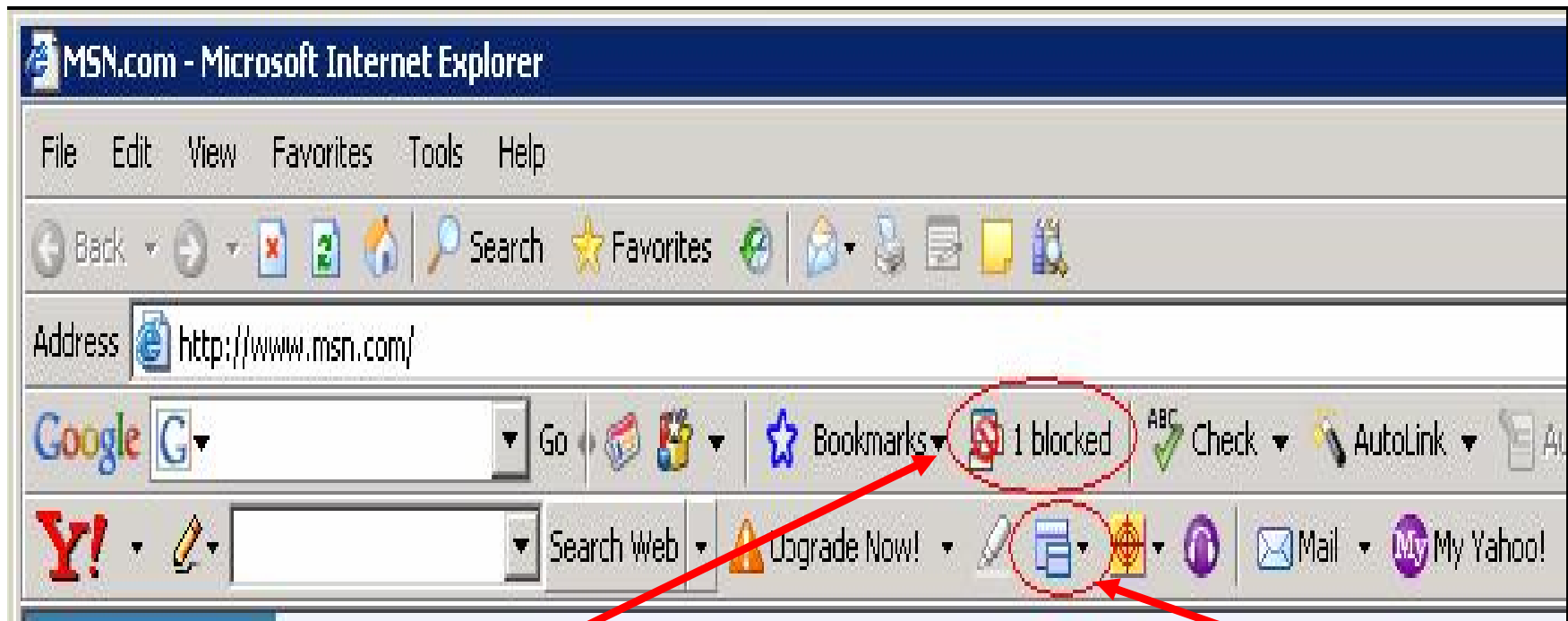
# Turning Off Pop-Up Blocker



# Turning Off Pop-Up Blocker (cont)



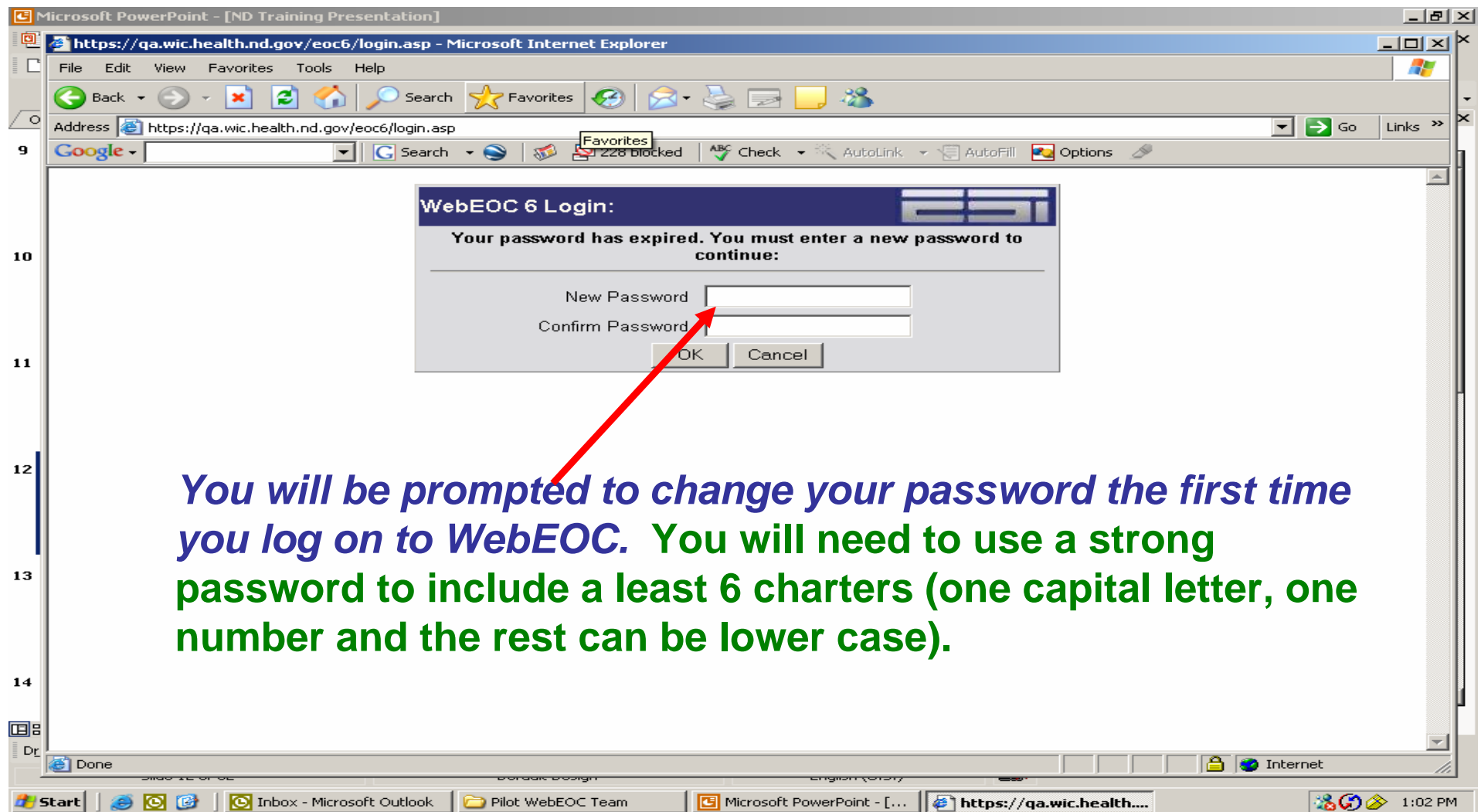
If you have a **Google** or **Yahoo** tool bar you will need to allow pop ups on both tool bars.



*Click here to allow  
pop-ups in Google*

*Click here to allow  
pop-ups in Yahoo*

# Setting up your Password



**WebEOC 6 Login:**

Your password has expired. You must enter a new password to continue:

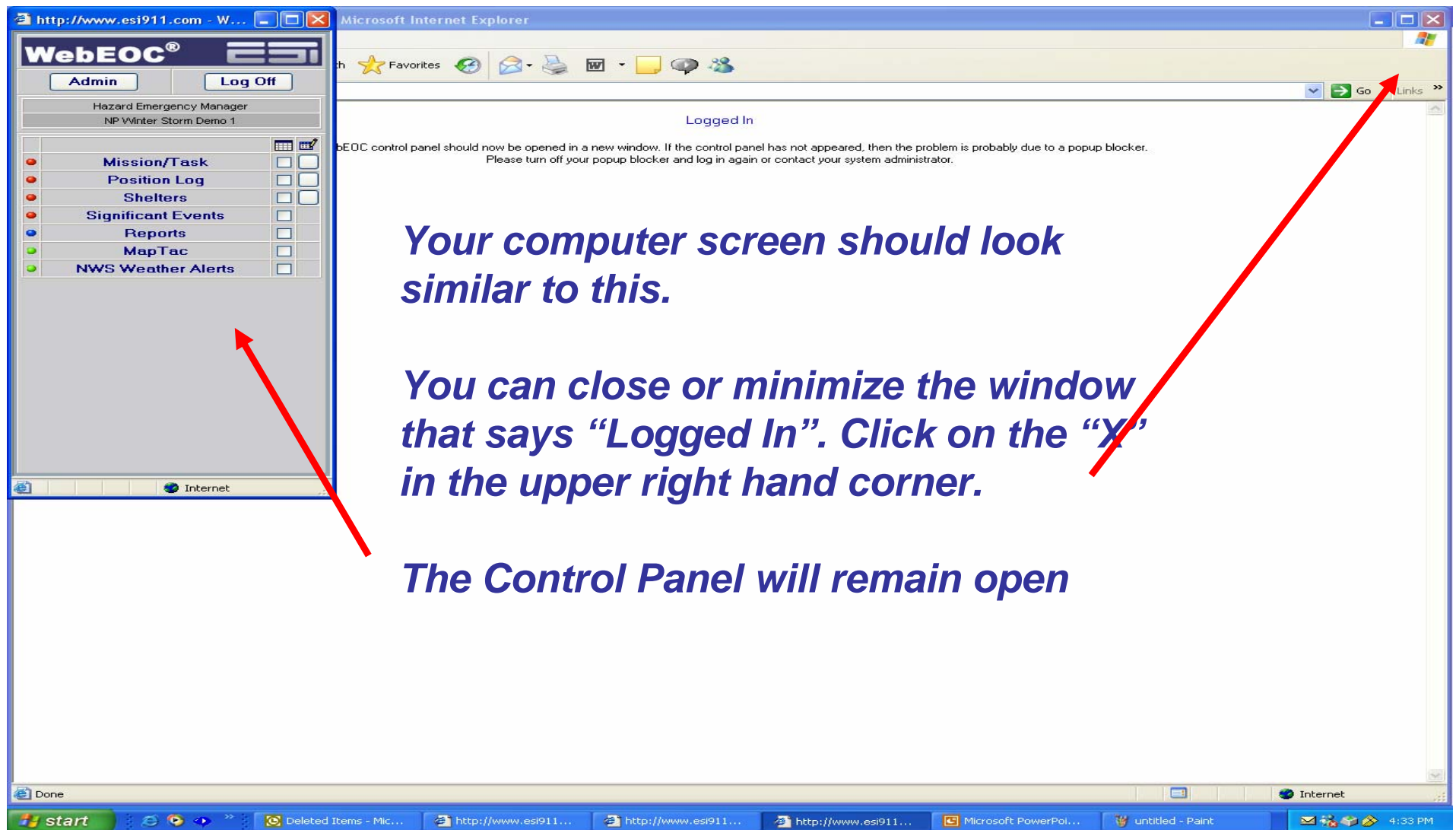
New Password

Confirm Password

OK Cancel

*You will be prompted to change your password the first time you log on to WebEOC. You will need to use a strong password to include a least 6 charters (one capital letter, one number and the rest can be lower case).*

# Closing Unnecessary Windows



# Typical Control Panel

**User Log-In Identifier** →

**Event Identifier** →

**Data Indicator Lights**

- Red** – new data available
- Blue** – menus
- Green** – Links
- Black** – no new data

**Input Data** →

**View Data** →

Menu Item	Data Indicator Light
Declarations	Black
Local Contacts	Black
Mission and Task (RFA)	Black
Out of the Office	Black
Position Log	Black
Power Outage	Black
River Levels	Black
Road Closures	Black
Significant Events	Black
Forms	Blue
Links	Blue
File Library	Green
MapTac	Green
NWS Weather Alerts	Green
NDDOT Road Report	Green



# ***Module 3***

## **Status Boards**

# Position Log

- Allows users to document actions taken during an incident.
- The position log is visible to users sharing the same username.
- This is your own log you will only see your information.
- Information is sent to the State Emergency Operations Center by checking the “Significant Events” box.
- When you use the Position Log to send information about an incident you do need to send in a situation report we will take the information from your position log to compile the State Situation Report.

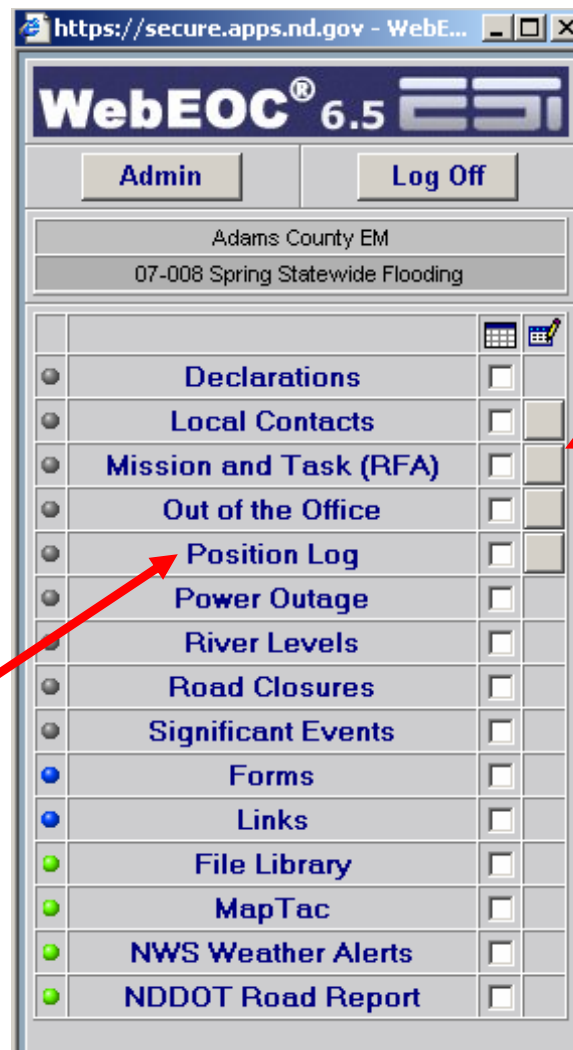
# Making a Position Log Entry

- Click **Add/Input** button to open the Position Log screen



- Name (of the person that is making the entry)
- Date and time (can be edited)
- Event Type (select from drop-down menu)
- Remarks (enter the incident information)
- If you have an attachment do that now
- Click Save **make sure you click save** (**DO NOT** click entry you will loss your information) to add the record to the Position Log
- After clicking save you will get a pop up asking “is this a significant event” **ok** (means yes which will push the information to the state) or **cancel** (means no)”

# Position Log



**Click to enter your information**

***Click on “Position Log” to view critical information pertaining to the event.***

# Sample Position Log

https://secure.apps.nd.gov - Position Log Ops - Microsoft Internet Explorer

Entry Sort Filter

New Record

Save Cancel Update

Data Links

Significant Event (Review) ☐

Name Geneva L. Anderson

Date/Time 12/27/2006 15:25

Event Type

Remarks

INCLUDE THE FOLLOWING INFORMATION (if applicable):

- major actions, damages (homes, businesses, critical infrastructure, etc), evacuations, shelters, major issues/concerns, volunteer actions, power outages, deaths, injuries, etc.

Priority

Attachment  Browse...

Done Internet

*Here you will see that your name that you entered will automatically populate as will the date and time, but if you leave the Position Log open the time does not update.*

# Selecting Event Type

https://secure.apps.nd.gov - Position Log Ops - Microsoft Internet Explorer

Entry Sort Filter

**New Record**

Save Cancel Update

**Data Links**

Significant Event (Review) ☐

Name Geneva L. Anderson

Date/Time 12/27/2006 15:25

Event Type

Remarks

*INCLUDE THE FOLLOWING INFORMATION (if applicable):*

*major actions, damages (homes, businesses, critical infrastructure, etc), evacuations, shelters, major issues/concerns, volunteer actions, power outages, deaths, injuries, etc.*

- Amber Alert
- Animal Health
- Bomb Threat
- Civil Disorder
- Dam Failure
- Downed Aircraft
- Drought
- Duty Officer
- Exercise
- Explosion

Priority

Attachment Browse...

# Sample Position Log Entry

https://secure.apps.nd.gov - Position Log Ops - Microsoft Internet Explorer

Entry Sort Filter

**New Record**

Save Cancel Update

**Data Links**

Significant Event ☐

Name Geneva L. Anderson

Date/Time 6/12/2006 14:11

Event Type Duty Officer

Remarks  
*INCLUDE THE FOLLOWING INFORMATION (if applicable):*  
*major actions, damages (homes, businesses, critical infrastructure, etc), evacuations, shelters, major issues/concerns, volunteer actions, power outages, deaths, injuries, etc.*  
TEST Received Emergency Declaration from County EM see attached

Priority

Attachment Browse...

Done Internet

# Position Log (pushing to the Significant Events)

https://secure.apps.nd.gov - Position Log Ops - Microsoft Internet Explorer

Entry Sort Filter

New Record

Save Cancel Update

Data Links

Significant Event ☐

Name Geneva L. Anderson

Date/Time 6/12/2006 14:11

Event Type Duty Officer

Remarks TEST Received Emergency Declaration from County  
EM see attached

*INCLUDE THE FOLLOWING INFORMATION (if applicable):*

*major actions, damages (homes, businesses, critical infrastructure, etc), evacuations, shelters, major issues/concerns, volunteer actions, power outages, deaths, injuries, etc.*

Priority

Attachment C:\Documents and Settings\geanderson\Desk Browse...

Microsoft Internet Explorer

Post to Significant Events?

OK Cancel



# Add an Attachment

https://secure.apps.nd.gov - Position Log Ops - Microsoft Internet Explorer

Entry Sort Filter

**New Record**

Save Cancel Update

**Data Links**

Significant Event ☐

Name Geneva L. Anderson


Date/Time 6/12/2006 14:11

Event Type Duty Officer

Remarks  
*INCLUDE THE FOLLOWING INFORMATION (if applicable):*  
*major actions, damages (homes, businesses, critical infrastructure, etc), evacuations, shelters, major issues/concerns, volunteer actions, power outages, deaths, injuries, etc.*  
TEST Received Emergeny Declaration from County EM see attached

Priority

Attachment Browse...



Click the Browse button

# Position Log – Attaching a Document

https://secure.apps.nd.gov - Position Log Ops - Microsoft Internet Explorer

Entry Sort Filter

**New Record**

Save Cancel Update

**Data Links**

Significant Event ☒

Incident 06-037 Lund Fire (Selfridge Fort Yates) ▼

Name Amy Anton

Date/Time 9/19/2006 13:33

Event Type Fire ▼

Remarks

*INCLUDE THE FOLLOWING INFORMATION (if applicable):*

major actions, damages (homes, businesses, critical infrastructure, etc), evacuations, shelters, major issues/concerns, volunteer actions, power outages, deaths, injuries, etc.

Received a report of a 200 acre fire between Selfridge and Fort Yates. Incident Commander is the Bureau of Indian Affairs. Attached is the incident card.

Priority ▼

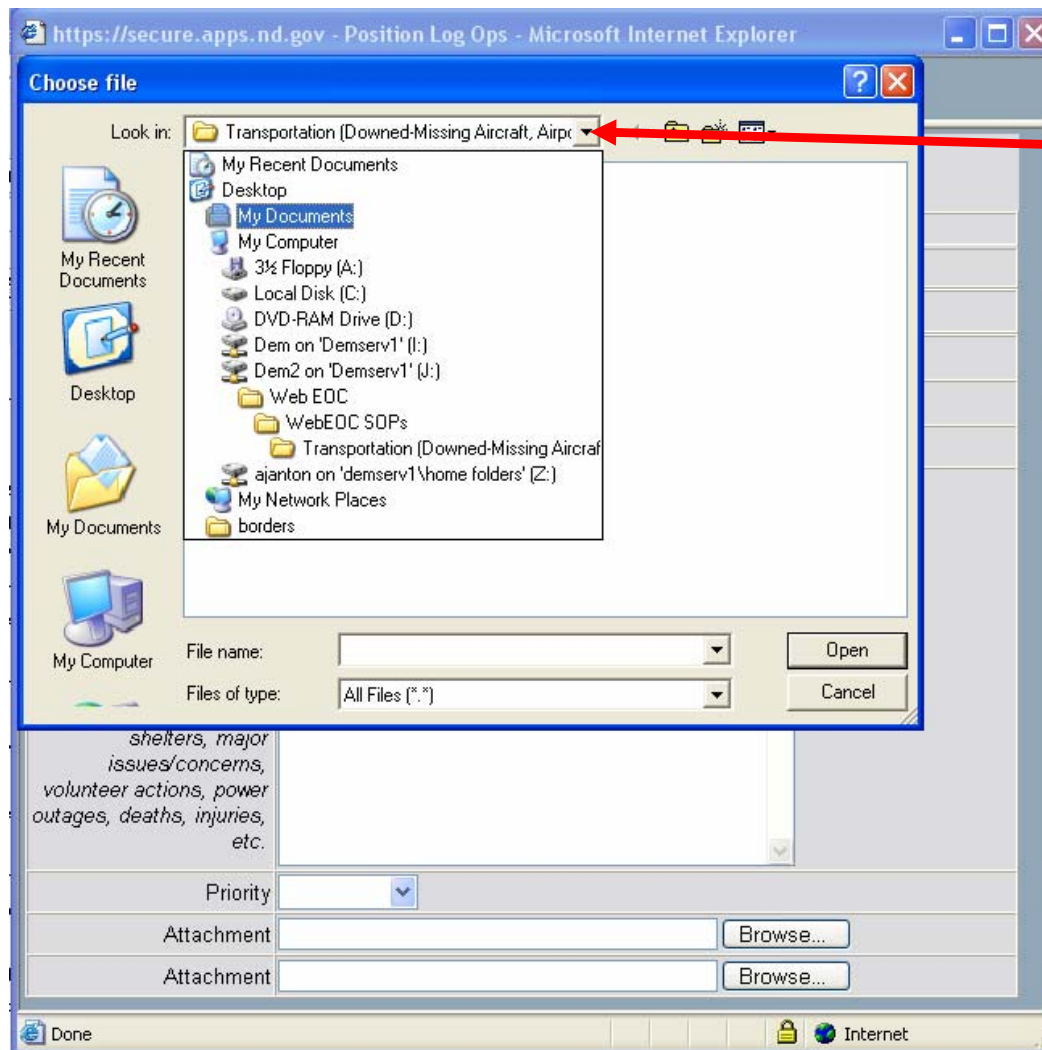
Attachment  Browse...

Attachment  Browse...

Done Internet

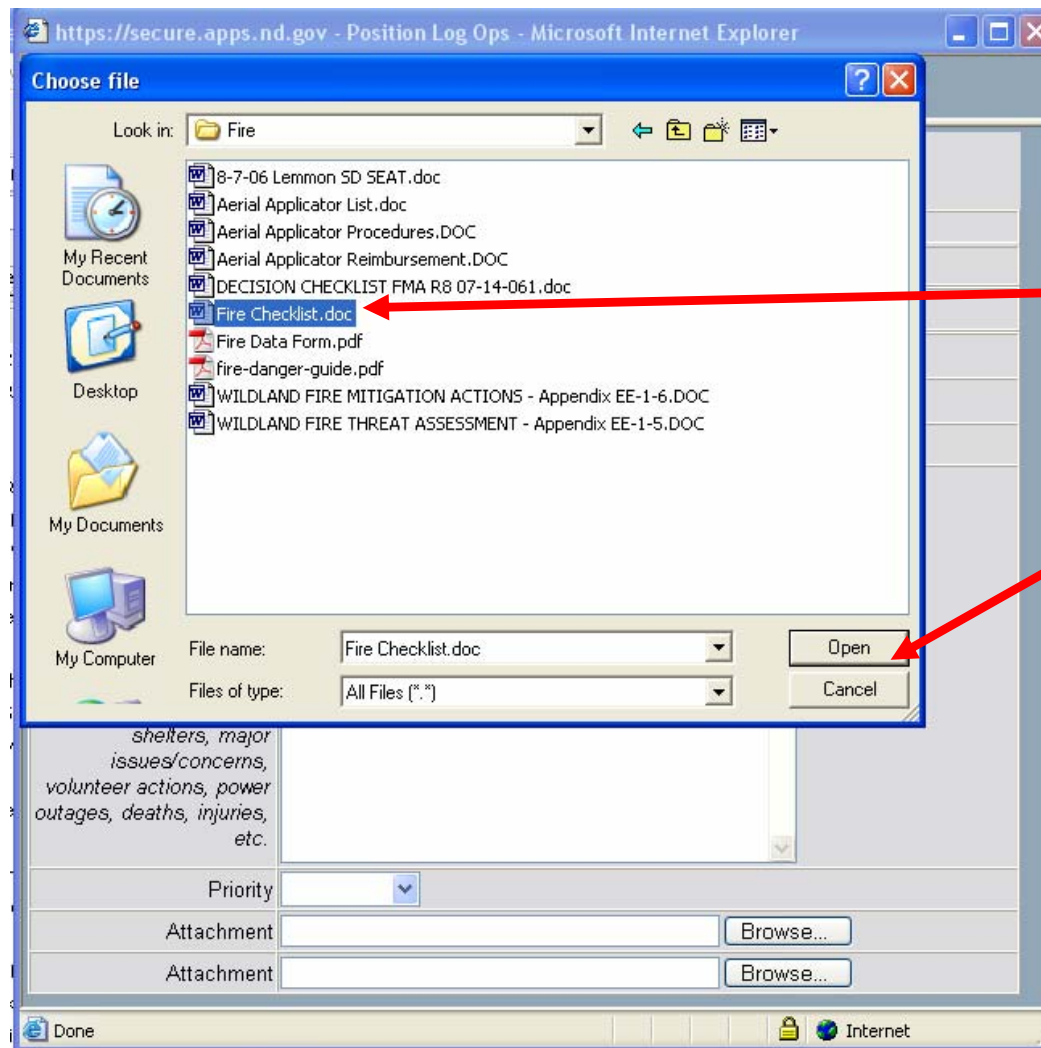
*To attach a document (ex. incident card, worksheet, etc), click on "Browse".*

# Position Log – Attaching a Document (cont)



*Click on the drop-down menu to select location where document is saved (ex. desktop, hard-drive, server, etc)*

# Position Log – Attaching a Document (cont)



**Select the appropriate document and click on "Open".**

# Position Log – Attaching a Document (cont)

https://secure.apps.nd.gov - Position Log Ops - Microsoft Internet Explorer

Entry Sort Filter

**New Record**

Save Cancel Update

**Data Links**

Significant Event ☒

Incident 06-037 Lund Fire (Selfridge Fort Yates) ▼

Name Amy Anton

Date/Time 9/19/2006 13:33

Event Type Fire ▼

Remarks  
*INCLUDE THE FOLLOWING INFORMATION (if applicable):*  
major actions, damages (homes, businesses, critical infrastructure, etc), evacuations, shelters, major issues/concerns, volunteer actions, power outages, deaths, injuries, etc.

Received a report of a 200 acre fire between Selfridge and Fort Yates. Incident Commander is the Bureau of Indian Affairs. Attached is the incident card.

Priority ▼

Attachment J:\Web EOC\WebEOC SOPs\Fire\Fire Checkli Browse...

Attachment Browse...

*The file path name will appear.*

*Click on "Save"*

# Position Log (cont)

https://secure.apps.nd.gov - Position Log Ops - Microsoft Internet Explorer

Entry Sort Filter

**New Record**

Save Cancel Update

**Data Links**

Significant Event ☒

Incident 06-037 Lund Fire (Selfridge Fort Yates)

Name Amy Anton

Date/Time 9/19/2006 13:33

Event Type Fire

Remarks Received a report of a 200 acre fire between Selfridge and Fort Yates. Incident Commander is the Bureau of Indian Affairs. Attached is the incident card.

**INCLUDE THE FOLLOWING INFORMATION (if applicable):**

major actions, damages (homes, businesses, critical infrastructure, etc), evacuations, shelters, major issues/concerns, volunteer actions, power outages, deaths, injuries, etc.

Priority

Attachment J:\Web EOC\WebEOC SOPs\Fire\Fire Checkli Browse...

Attachment Browse...

Microsoft Internet Explorer

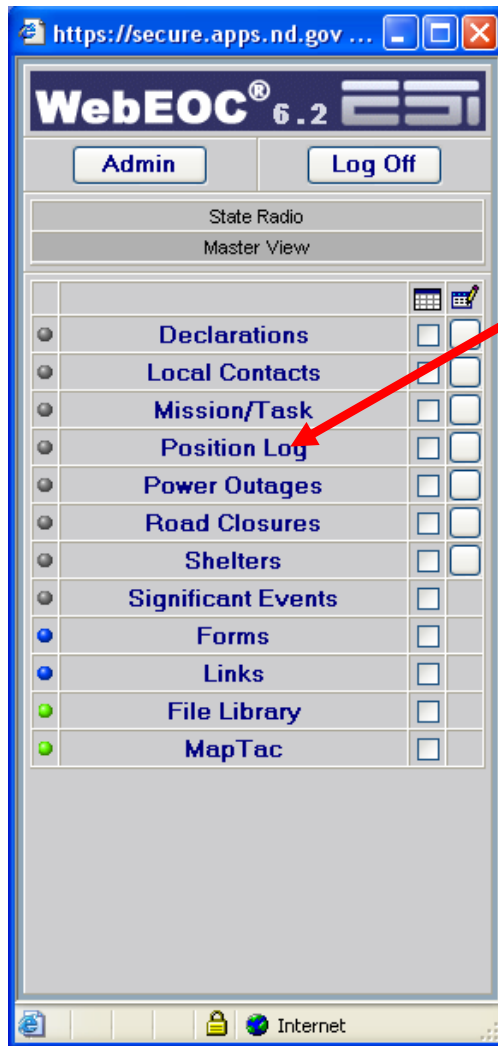
Post to Significant Events?

OK Cancel

*A pop-up message will appear asking if you want to post to significant events. If you want the SEOC to receive the information, click OK.*

*After you hit OK, close the window by clicking on the "X" in the upper right-hand corner.*

# Position Log (cont)



*To view your entry, click on “Position Log”.*

# Position Log – Viewing Entry



The screenshot shows a web browser window titled 'https://secure.apps.nd.gov - Position Log Display - Microsoft Inte...'. The page displays a 'DES Operations Position Log' with a 'Master View' dropdown. The log contains several entries, each with a 'State Radio' label, a date and time, a description, and an 'Attachment' link. The top entry is highlighted with a red arrow pointing to it from the right.

State Radio	Date/Time	Description	Attachment
State Radio	09/19/2006 13:33:00	Received a report of a 200 acre fire between Selfridge and Fort Yates. Incident Commander is the Bureau of Indian Affairs. Attached is the incident card.	<a href="#">Attachment</a>
State Radio	09/15/2006 13:45:00	test 1	<a href="#">Attachment</a>
State Radio	09/11/2006 13:05:00	attached in the Test Web Eoc incident card	<a href="#">Attachment</a>
State Radio	09/11/2006 13:04:00	Attached in incident card for Test Web Eoc	<a href="#">Attachment</a>
State Radio	09/06/2006	SEE ATTACHMENT REF DOWNED AIRCRAFT	

Page 1 ☐ Disable Refresh

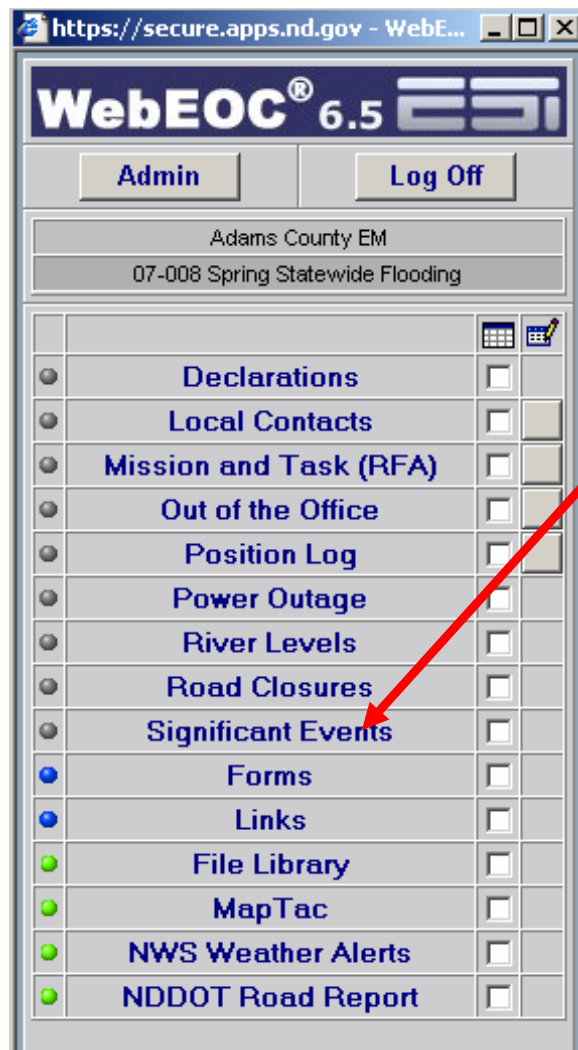
*The newest entry is at the top. Click on any of the words to open the entry. Click on "Attachment" to view the attachment (ex. incident card, worksheet, etc).*



# Significant Events

- Allows the State Emergency Operations Center to post critical information regarding an incident to the Significant Events Board.
- Entries posted to the Significant Events Board can be viewed by all users who are logged into the incident.
- The State Emergency Operations Center controls what information gets posted to the Significant Events Board

# Significant Events



*Click on “Significant Events” to view critical information pertaining to the event.*

# Sample Significant Events Board

https://secure.apps.nd.gov - Significant Events Display - Microsoft Internet Explorer

Master View

## DES Significant Events

State Emergency Operations Center	The State Emergency Operations Center recieved a Drought Emergency Declaration from the Standing Rock Sioux Tribe stating the Corps of Engineers has recently forecast that water levels in the Oahe Reservoir to be at an elevation of 1,562 msl in August of this year (as of today the current level is 1573). The Fort Yates intake is located at 1,561 msl and the Wakpala intake is at 1,564 msl. If the Corps forecast is accurate the Standing Rock Sioux Tribe can expect another shortage similar to that which occurred in November 2003. The tribe relies on water intake system on the drought-depleted Oahe Reservoir to supply safe, clean and abundant drinking water to hospitals, schools, Tribal Government Offices, Law Enforcement Facilities, businesses, the homes of Tribal members and other residing within the Reservation boundaries.
03/19/2007 16:28:00	
	07-010 Statewide Drought
Drought	<a href="#">Attachment</a>
State Emergency Operations Center	The Grand Forks NWS has issued a FLOOD WARNING for small streams in Richland County in southeast ND until 4:00 pm CDT Wednesday. At 4:05 am CDT, overland flooding is being reported in the Mantador, Great Bend and Dwight areas along the Wild Rice River. Rive levels will continue to rise for at least the next several days so overland flooding will increase in these areas. A spotter in Mantador has reported that the Wild Rice River has left its banks and is not flowing freely into fields. This has caused at least 5 road closures in Richland County according to local law enforcement.
03/20/2007 04:05:00	
	07-008 Spring Statewide Flooding

<<<< << Page 1 ☐ Disable Refresh >> >>>>

Done Internet

# Mission and Task/(Request for Assistance) RFA

- Allows users to submit requests for assistance to the State Emergency Operations Center (SEOC) through the Mission and Task board.
- The following information must be included in the request;
  - location needed
  - contact name/phone
  - quantity/size/details
- Once the user clicks “Save”, the request for assistance is automatically routed to the SEOC for review.
- If approved, the request will be assigned
- Receiving agencies have the ability to accept or reject missions and add comments as appropriate.

# Mission and Task (RFA)

*To view/monitor your request*

*To submit your request*



The screenshot shows the WebEOC 6.5 interface. The browser address bar displays 'https://secure.apps.nd.gov - WebE...'. The interface includes a header with 'WebEOC® 6.5' and 'ESI'. Below the header are 'Admin' and 'Log Off' buttons. The main content area shows 'Adams County EM' and '07-008 Spring Statewide Flooding'. A list of menu items is displayed, each with a radio button and a checkbox. The 'Mission and Task (RFA)' item is highlighted with a red arrow pointing to its radio button. Another red arrow points to the checkbox for the same item.

Item	Radio Button	Checkbox
Declarations	<input type="radio"/>	<input type="checkbox"/>
Local Contacts	<input type="radio"/>	<input type="checkbox"/>
Mission and Task (RFA)	<input checked="" type="radio"/>	<input type="checkbox"/>
Out of the Office	<input type="radio"/>	<input type="checkbox"/>
Position Log	<input type="radio"/>	<input type="checkbox"/>
Power Outage	<input type="radio"/>	<input type="checkbox"/>
River Levels	<input type="radio"/>	<input type="checkbox"/>
Road Closures	<input type="radio"/>	<input type="checkbox"/>
Significant Events	<input type="radio"/>	<input type="checkbox"/>
Forms	<input checked="" type="radio"/>	<input type="checkbox"/>
Links	<input checked="" type="radio"/>	<input type="checkbox"/>
File Library	<input checked="" type="radio"/>	<input type="checkbox"/>
MapTac	<input checked="" type="radio"/>	<input type="checkbox"/>
NWS Weather Alerts	<input checked="" type="radio"/>	<input type="checkbox"/>
NDDOT Road Report	<input checked="" type="radio"/>	<input type="checkbox"/>

# Mission and Task (RFA) Sample

https://secure.apps.nd.gov - Mission and Task Ops - Microsoft Internet Explorer

Entry Sort Filter

**New Record**

Save Spell Check Cancel Retrieve Record

Originator	Adams County EM
Initial Date/Time	3/20/2007 4:05 PM
Status	-Not Reviewed-
Description	
Local Resources Exhausted? (including mutual aid and private resources)	
Location Needed	
Quantity	
Size	
Contact Name and Number	
Notes from Accepting Agency	

Done Internet

# Sample Mission/Task Board (Con't)

https://secure.apps.nd.gov - Mission and Task Ops - Microsoft Internet Explorer

Entry Sort Filter

**New Record**

Save Spell Check Cancel Retrieve Record

Originator	Adams County EM
Initial Date/Time	3/20/2007 4:05 PM
Status	-Not Reviewed-
Description	
Local Resources Exhausted? (including mutual aid and private resources)	<input type="checkbox"/>
Location Needed	No Yes
Quantity	
Size	
Contact Name and Number	
Notes from Accepting Agency	

Done Internet

*Make sure you have exhausted your local and private resources*

# Complete Request for assistance/ Mission and Task

https://secure.apps.nd.gov - Mission and Task Ops - Microsoft Internet Explorer

Entry Sort Filter

**New Record**

Save Spell Check Cancel Retrieve Record

Originator	Adams County EM
Initial Date/Time	3/20/2007 4:05 PM
Status	-Not Reviewed-
Description	Mant streets in Hettinger are flooded and we need to sandbag around the Fire Hall
Local Resources Exhausted? (including mutual aid and private resources)	Yes
Location Needed	City of Hettinger Fire Hall 2nd St. NW
Quantity	500
Size	30 lb filled sand bags
Contact Name and Number	Chief Libby 333-3333
Notes from Accepting Agency	



# View of Request for Assistance/ Mission and Task

https://secure.apps.nd.gov - Mission and Task Display - Microsoft Internet Explorer

Training A

New Mission and Task

Request No.	Originator Date/Time	Description/Notes	Assigned To Date/Time	Time Due/Completed	Status	Attachments	Edit
<u>27</u>		Mant streets in Hettinger are flooded and we need to sandbag around the Fire Hall	Section Lead		-Not Reviewed-		
	Adams County EM	City of Hettinger Fire Hall 2nd St. NW	Assigned To				Edit
	03/20/2007 16:05:00	Chief Libby 333-3333					
<u>3</u>		We need stuff to put out fire	Section Lead		Accepted		
	Adams County EM	Fire Hall 2 tanks of water	Assigned To Dickey County EM	01/01/1900 00:00:00			Edit
	03/02/2007 10:42:00	Please send as soon as possible	01/01/1900 00:00:00				
			Section				

<<<< << Page 1 ☐ Disable Refresh >> >>>>

# View of Request for Assistance/ Mission and Task

*Status of Request*

*Assigned to*

https://secure.apps.nd.gov - Mission and Task Display - Microsoft Internet Explorer

Training A

New Mission and Task

Request No.	Originator Date/Time	Description/Notes	Assigned To Date/Time	Time Due/Completed	Status	Attachments	Edit
27		Main streets in Hettinger are flooded and we need to sandbag around the Fire Hall	Section Lead		Accepted		
	Adams County EM	City of Hettinger Fire Hall 2nd St. NW	Assigned To DOT	03/20/2007 18:00:00			Edit
	03/20/2007 16:05:00	Chief Libby 333-3333 Filled sand bags will arrive by 6:00pm they will be coming from Dickinson	03/20/2007 16:15:00				
31		We need stuff to put out fire Fire Hall	Section Lead		Accepted		
	Adams County EM	2 tanks of water Fire chief 333-3333	Assigned To Dickey County EM	01/01/1900 00:00:00			Edit
	03/02/2007 10:42:00	Please send as soon as possible	01/01/1900 00:00:00				
25		Very cold need heater Fire hall	Section Lead		-Not Reviewed-		
	Adams County EM	Heaters Chief Jones	Assigned To				Edit

<<<< << Page 1 ☐ Disable Refresh >> >>>>

Done Internet

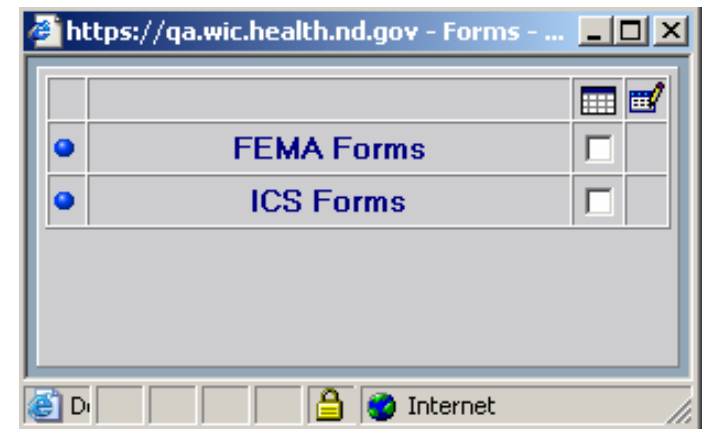
*Message from the assigned to Agency*

# ***Module 4***

## **Forms**

# Forms

- WebEOC contains a suite of status boards patterned after FEMA and ICS forms.
- Preparing FEMA forms within WebEOC provides not only an electronic method of completion but aides in document retention because data contained within each form is saved to the database when the incident is archived.



# FEMA Forms

The screenshot shows a web browser window with the address bar displaying <https://qa.wic.health.nd.gov> - FEMA Fo... The main content area contains a table with 17 rows of FEMA forms. Each row includes a radio button, the form name, and two checkboxes. The forms listed are:

<input type="radio"/>	FEMA Form 90-120, OCT 02	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	FEMA Form 90-121, OCT 02	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	FEMA Form 90-123, OCT	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	FEMA Form 90-124, OCT 02	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	FEMA Form 90-125, OCT 02	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	FEMA Form 90-126, OCT 02	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	FEMA Form 90-127, OCT 02	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	FEMA Form 90-128, OCT 02	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	FEMA Form 90-129, MAY 03	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	FEMA Form 90-49, OCT 02	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	FEMA Form 90-91, OCT 02	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	FEMA Form 90-91A, OCT 02	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	FEMA Form 90-91B, OCT 02	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	FEMA Form 90-91C, OCT 02	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	FEMA Form 90-91D, OCT 02	<input type="checkbox"/>	<input type="checkbox"/>

The browser's taskbar at the bottom shows the Internet Explorer icon, a drive icon (D:), a lock icon, and the text "Internet".

# ICS Forms

The screenshot shows a web browser window with the address bar displaying "https://secure.apps.nd.gov - ICS Forms - Microsoft ...". The main content area contains a table listing various ICS forms. Each row includes a radio button, the form name, a checkbox, and a download icon. The forms listed are:

<input type="radio"/>	ICS Situation Report	<input type="checkbox"/>	
<input type="radio"/>	ICS 201- Incident Briefing	<input type="checkbox"/>	
<input type="radio"/>	ICS 202 - Incident Objectives	<input type="checkbox"/>	
<input type="radio"/>	ICS 203 - Organizational Assignment List	<input type="checkbox"/>	
<input type="radio"/>	ICS 204 - Division Assignment List	<input type="checkbox"/>	
<input type="radio"/>	ICS 205 - Incident Radio Communications Plan	<input type="checkbox"/>	
<input type="radio"/>	ICS 206 - Medical Plan	<input type="checkbox"/>	
<input type="radio"/>	ICS 207 - Organizational Chart	<input type="checkbox"/>	
<input type="radio"/>	ICS 209 - Incident Status Summary	<input type="checkbox"/>	
<input type="radio"/>	ICS 211 - Incident Check-In List	<input type="checkbox"/>	
<input type="radio"/>	ICS 213 - General Message	<input type="checkbox"/>	
<input type="radio"/>	ICS 214 - Unit Log	<input type="checkbox"/>	
<input type="radio"/>	ICS 215 - Operational Planning Worksheet	<input type="checkbox"/>	
<input type="radio"/>	ICS 215a - Incident Action Plan Safety Analysis	<input type="checkbox"/>	
<input type="radio"/>	ICS 216 - Radio Requirements Worksheet	<input type="checkbox"/>	
<input type="radio"/>	ICS 218 - Support Vehicle Inventory	<input type="checkbox"/>	
<input type="radio"/>	ICS 220 - Air Operations Summary	<input type="checkbox"/>	

The browser's status bar at the bottom shows "Done" and "Internet".

# ***Module 5***

## **Links**

# Links

*Click on link (ND Road Report)*





# Links (Cont)

## ND Road Report Website

North Dakota Road Condition Maps - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail W Yellow Folder Help

Address <http://www.state.nd.us/dot/roadreport/roadreport/roadreportinfo.asp>

North Dakota [nd.gov](http://nd.gov) Official Portal for North Dakota State Government

*Road & Traveler Info.*

Home Search Table of Contents State Road Conditions

Click on the appropriate map below to view current North Dakota road conditions.

**Text Version**  
[Text Version](#)

**Color Map**  
[Color Map](#)

**Black & White Map**  
[Black/White Map](#)

[Interactive Color Map](#)  
This link opens a separate window.

North Dakota Road Conditions last updated at 3/22/2006 2:12:20 PM

For more detailed information - Click here to view [Text Only Version](#) or [North Dakota Weather Forecast](#)  
Links to other states' Road Information: [South Dakota](#) [Montana](#) [Minnesota](#) [Canada](#) [National Road Information](#)  
[Printing Instructions](#)

These maps are based upon the information available to the North Dakota Department of Transportation at the time of preparation

# ***Module 6***

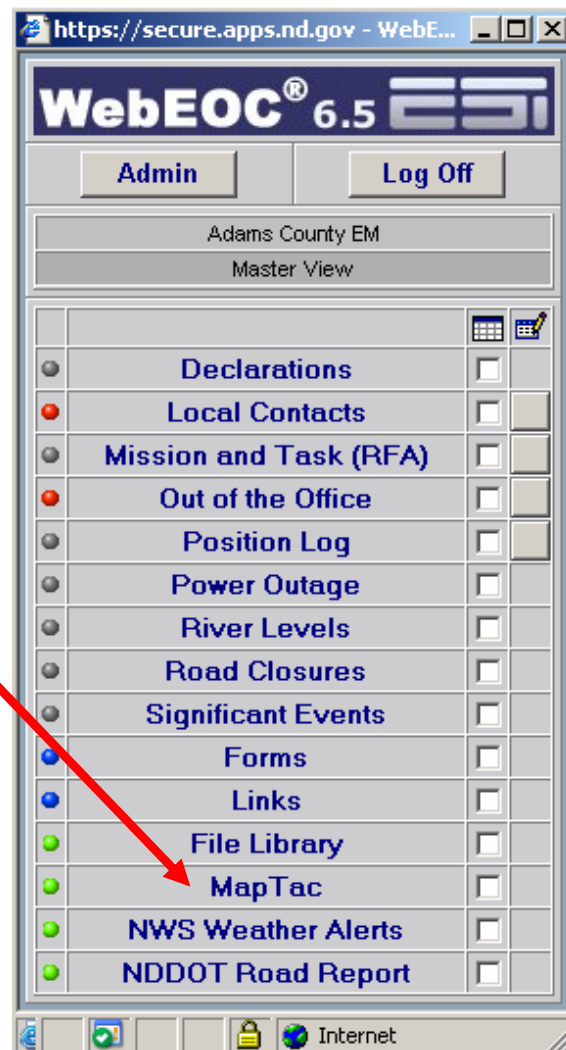
## MapTac

# MapTac

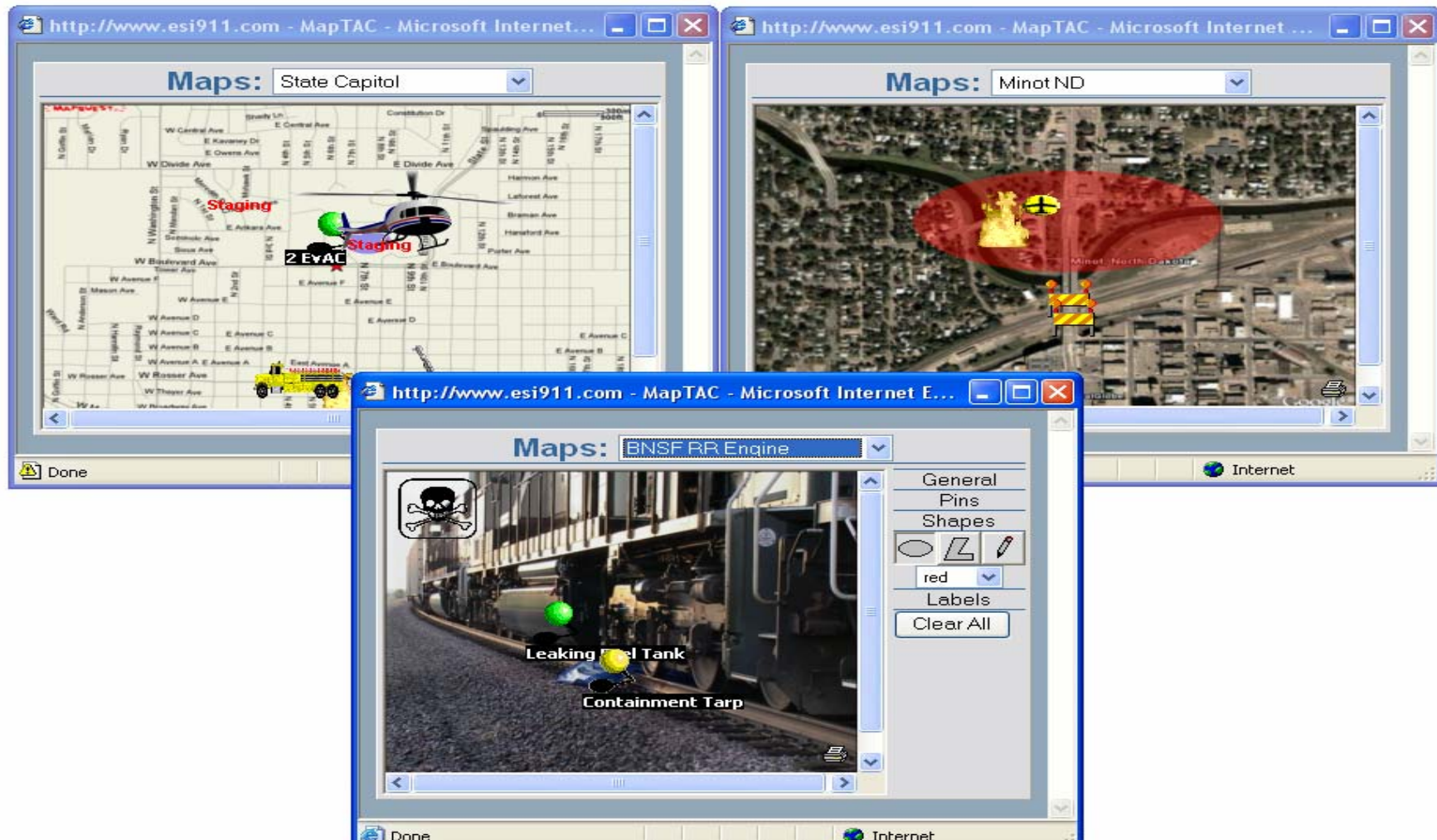
- Select a map or digital photo from the drop-down list. The image will be displayed
- A map, dispersion model, digital photo, etc., from any map/GIS source or digital camera and share the “tactical scene” with authorized users instantly.
- Users with appropriate permissions can add markers such as push pins, fire trucks, road blocks, etc. with or without labels.
- MapTac images may be in .gif, jpg, .png or any common graphic file.

# Accessing MapTac

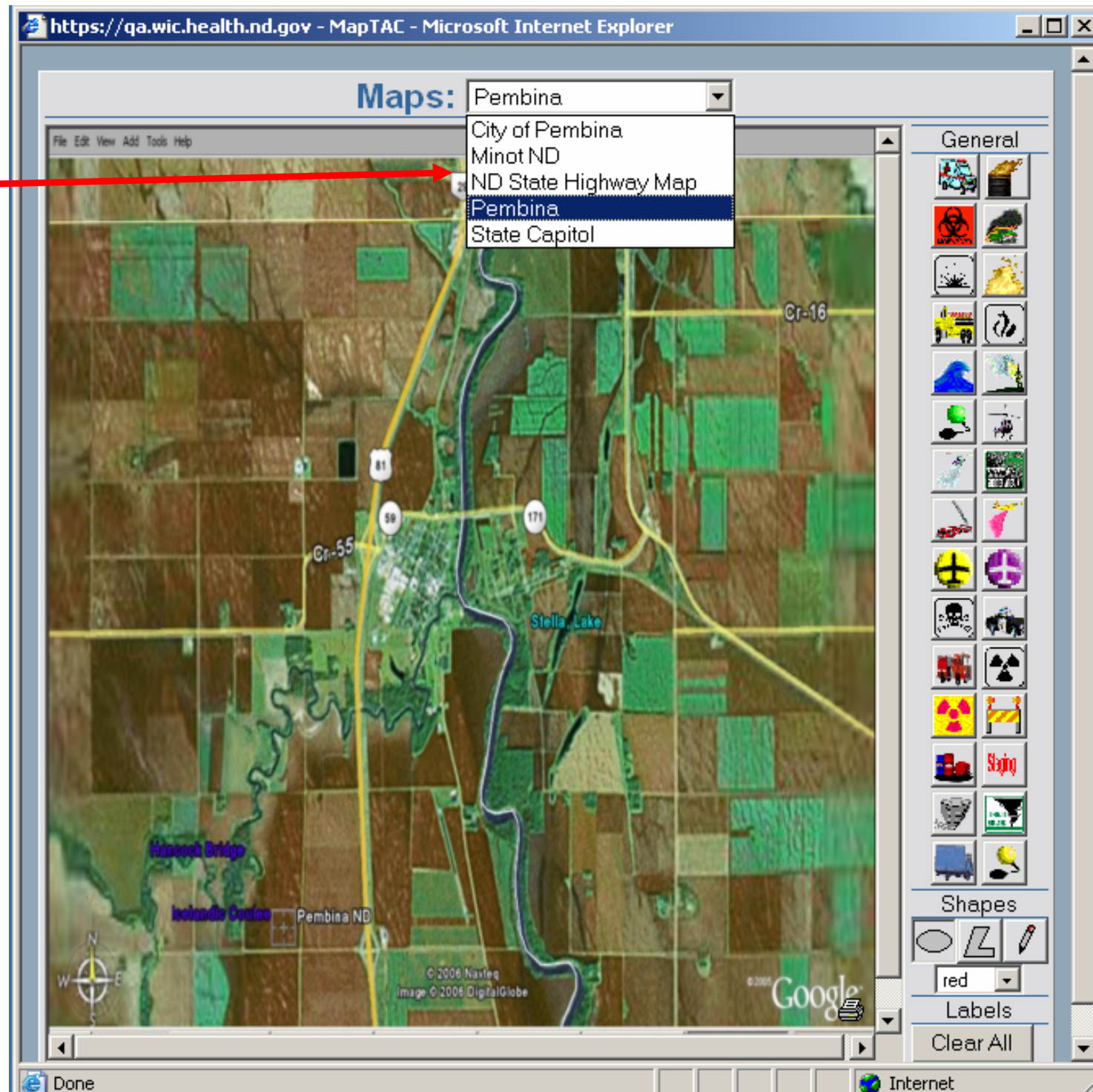
*Click to Open MapTac*



# Sample MapTac Board



Select  
Map





# Adding/Deleting Markers

- If you have privileges you can
  - Open the General Tab to open Markers
  - Put the mouse over the marker to get a description of the marker.
  - Click on the appropriate marker and then click the location of the map you want the marker to appear.  
*Note: markers can be moved and resized*
- Everyone that has viewing rights of MapTac will be able to view the map.
- Markers can be deleted by right clicking on the appropriate markers on the map.
- By clicking “clear all” you can delete all markers on the map.

# Placing a Shape on a Map

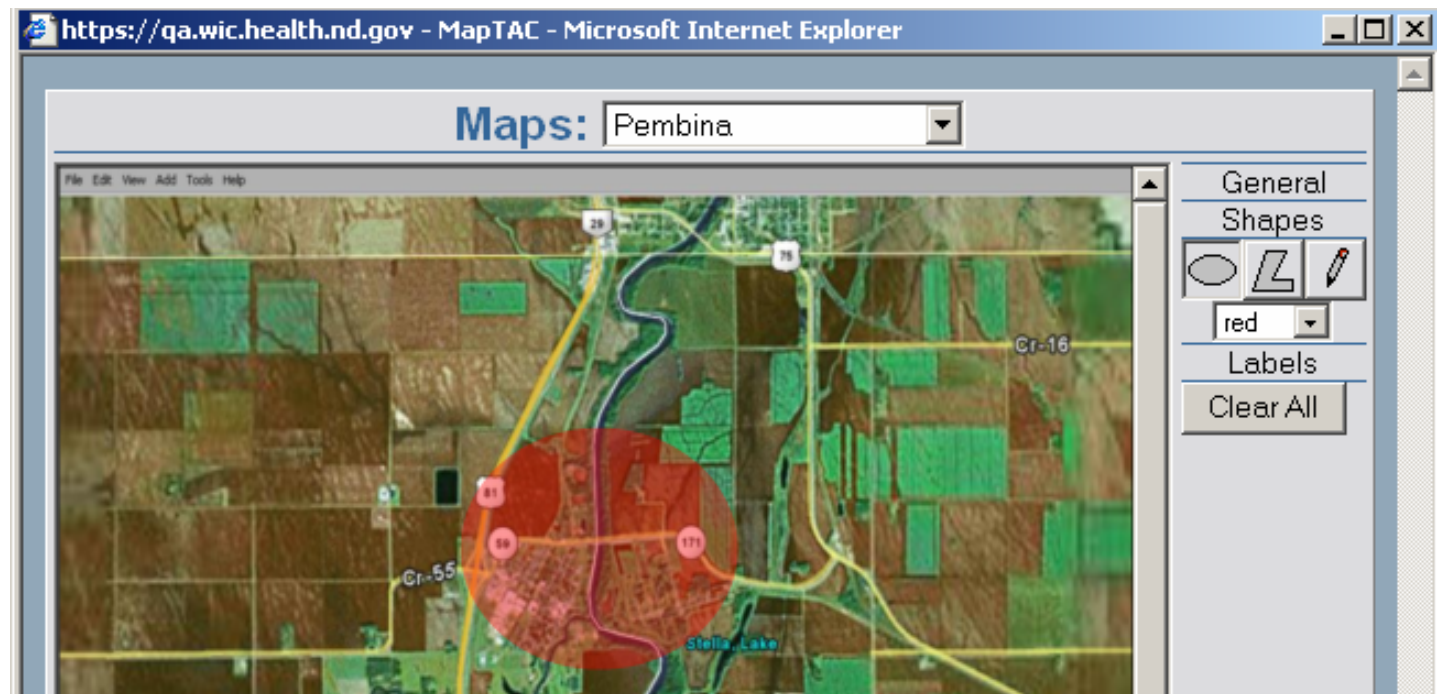
- Click the shapes tab to display the shapes palette.
- Click the desired shape button.
  - Ellipse
  - Polygon
  - Line
- Select the shape color.





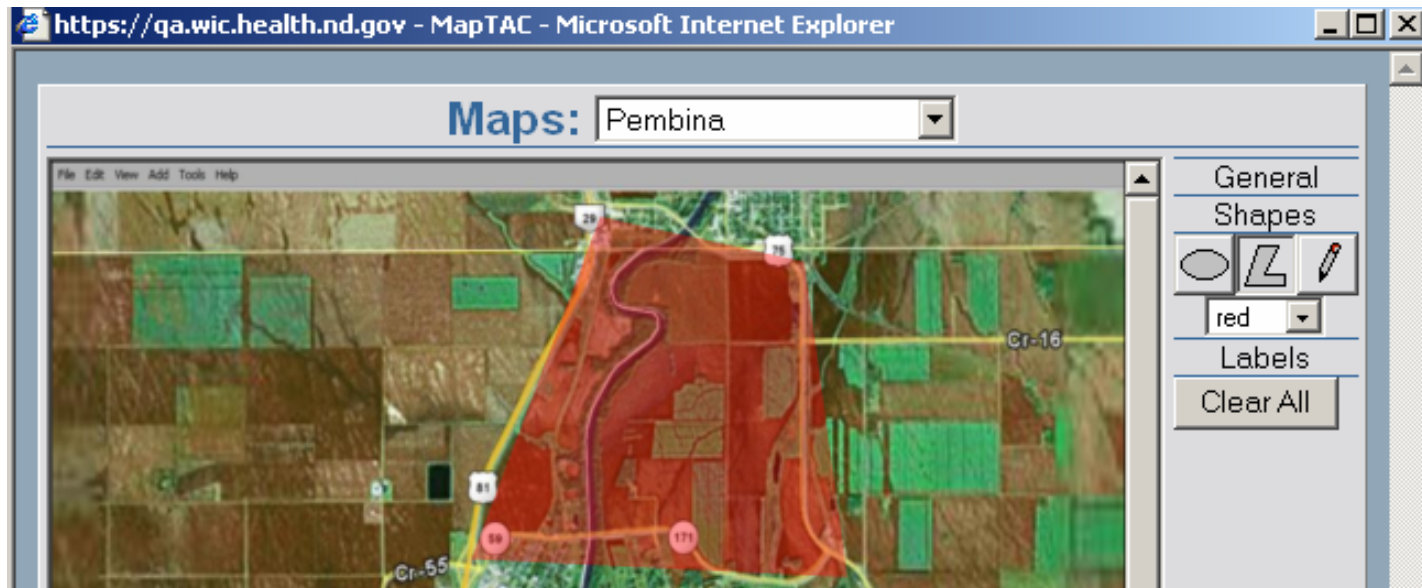
# Ellipse

- Click on the ellipse drawing tool.
- Click on the map at the center point for the ellipse. Then move the mouse to draw.
- Click the left mouse button when finished drawing.



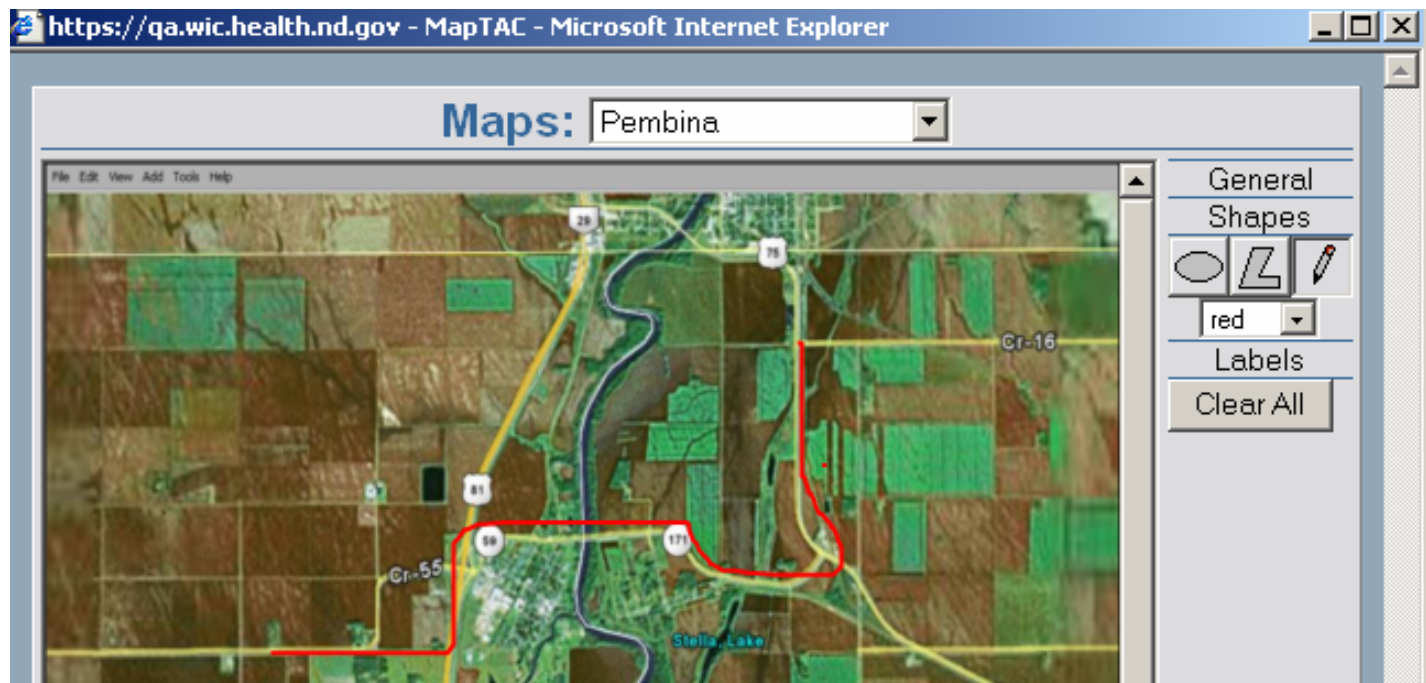
# Polygon

- Click on the polygon drawing tool.
- Click on the map at each of the corners for the polygon then return to the first corner.
- Click to complete the shape.




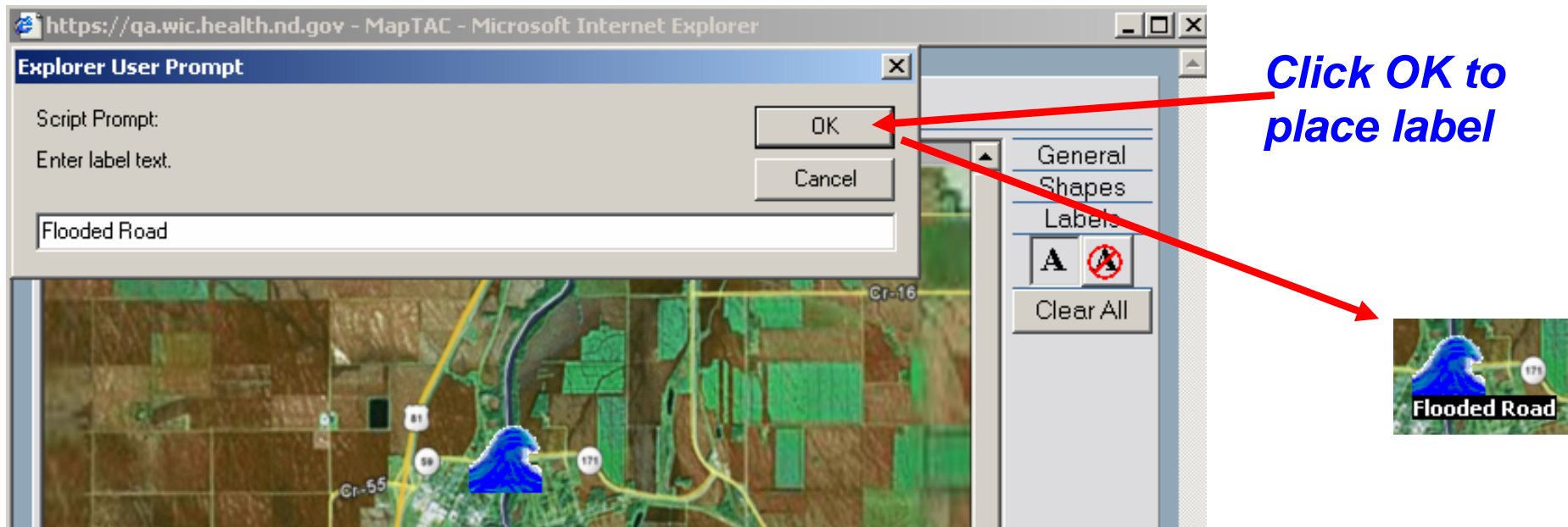
# Line

- Click the line shape drawing tool.
- Click on the map to start the line.
- Draw the line with the mouse. Click again to finish the line.



# Adding Labels

- Labels cannot be added to shapes.
- Click the label tab to display the label palette.  

- Left Click on the marker to be labeled.



# ***Module 7***

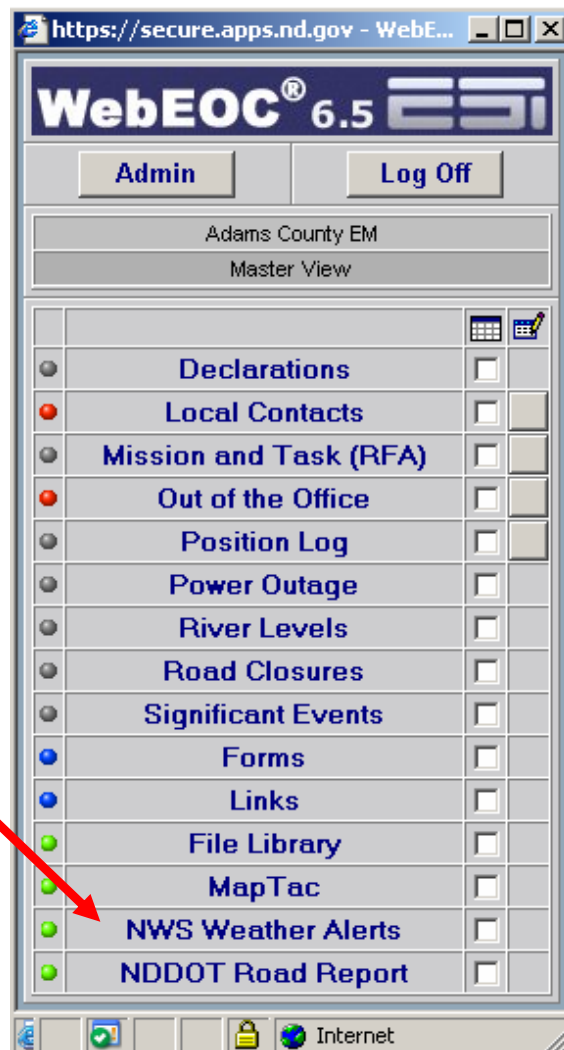
## **NWS Weather Alerts**

# NWS Weather Alerts

- Provides access to NWS watches, warnings and advisories.
- Provides a single point of monitoring both the emergency itself as well as related area weather conditions.
- **Caution...** Once displayed, NWS alerts do not automatically refresh as new watches, warnings and advisories are issued. In order to view updates you must return to the control panel and click on the NWS link.
- From the Control Panel click on the **NWS Alerts** link
- Choose the **state** from the State/Territory drop-down
- If a secondary drop-down is available, choose the area.

# NWS from Control Panel

*Click to open*



# Sample NWS Weather Alert

https://qa.wic.health.nd.gov - WebEOC 6 - NWS Weather Alerts - Microsoft Internet Explorer

## NWS Weather Alerts

State/Territory:

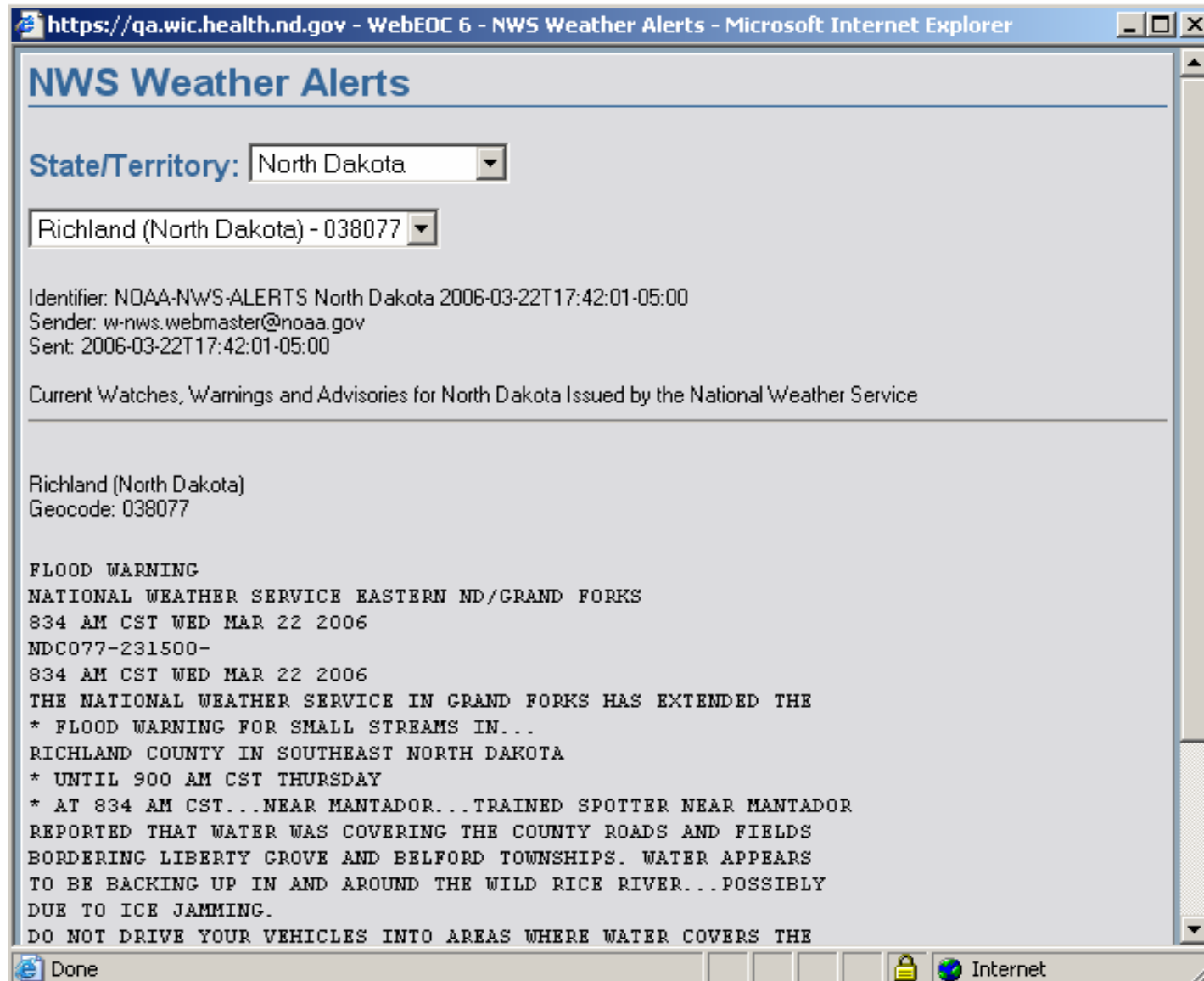
- Missouri
- Montana
- Nevada
- Nebraska
- New Hampshire
- New Jersey
- New Mexico
- New York
- North Carolina
- North Dakota**
- Ohio

Done Internet

*Select appropriate state from the drop-down menu*



# Sample NWS Weather Alerts Board



# ***Module 8***

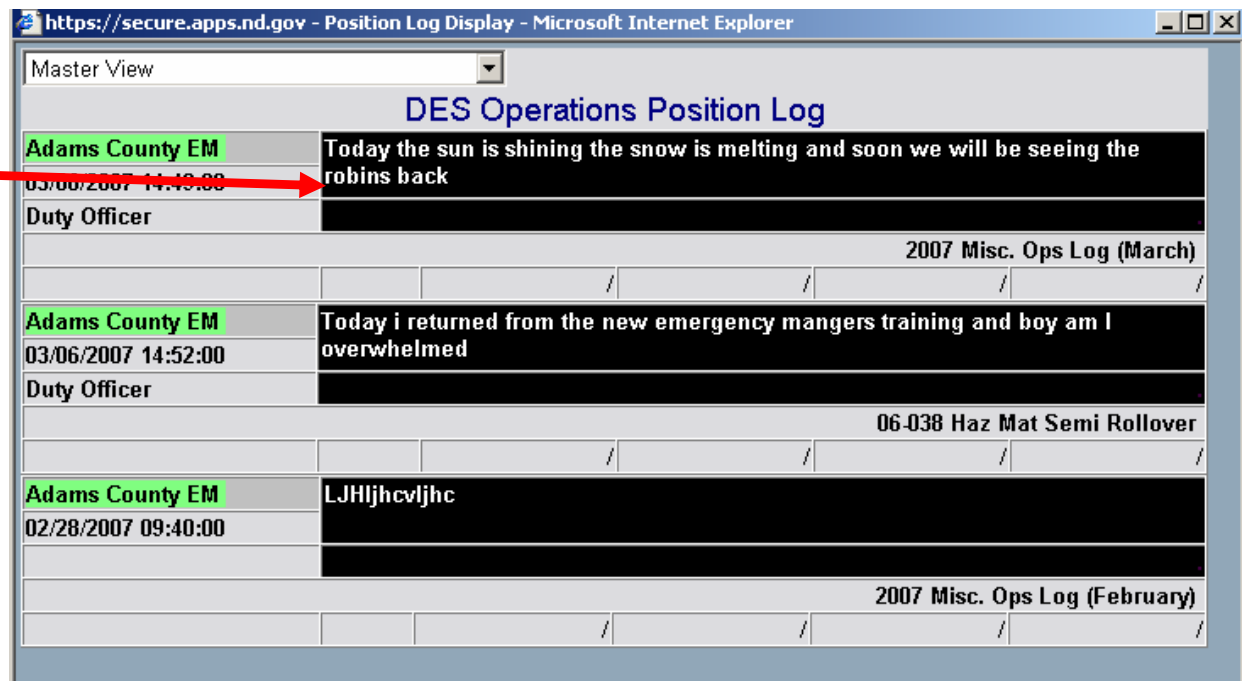
## **Administrative Items**

# Sorting Status Boards Records

- The Sort window allows you to order the currently displayed in a status board according to selected parameters.
- By default status board records are displayed in descending date order (most recent first). You can change the sort order to ascending.

# Open the Position Log to Sort

*Click on the words to  
open the Position Log  
to sort*



https://secure.apps.nd.gov - Position Log Display - Microsoft Internet Explorer

Master View

DES Operations Position Log

Adams County EM	Today the sun is shining the snow is melting and soon we will be seeing the robins back
03/06/2007 14:48:00	
Duty Officer	
2007 Misc. Ops Log (March)	
	/ / / /
Adams County EM	Today i returned from the new emergency mangers training and boy am I overwhelmed
03/06/2007 14:52:00	
Duty Officer	
06-038 Haz Mat Semi Rollover	
	/ / / /
Adams County EM	LJHljhcvtljhc
02/28/2007 09:40:00	
2007 Misc. Ops Log (February)	
	/ / / /

# Sorting a Position Log

**Click Sort**

**Choose Sort field from drop-down list**

**Choose Ascending or Descending**

**Click Apply**

**The Paging section is the number of entries displayed per page.**

**To clear the order click Reset**

https://qa.wic.health.nd.gov - DES Operations Position Log Ops - Microsoft Internet Explorer

Entry Sort Filter

Sort

Apply Reset

entrydate

Ascending Descending

Paging

Show 2 at time.

Page 1

Done Internet

# Filtering Status Board

- When you first display a Status Board, all records are included. You can choose to view a selected group of records.
- A board can be filtered to display only those entries that meet specific criteria the more criteria specified, the fewer entries that will be displayed.
- When a filter is on, a Status Board only shows records that meet the filter criteria

# Open the Position Log to Filter

*Click on the words to  
open the Position Log  
to filter*

https://secure.apps.nd.gov - Position Log Display - Microsoft Internet Explorer

Master View

### DES Operations Position Log

Adams County EM	Today the sun is shining the snow is melting and soon we will be seeing the robins back
03/06/2007 14:48:00	
Duty Officer	
2007 Misc. Ops Log (March)	
	/ / / /
Adams County EM	Today i returned from the new emergency mangers training and boy am I overwhelmed
03/06/2007 14:52:00	
Duty Officer	
06-038 Haz Mat Semi Rollover	
	/ / / /
Adams County EM	LJHljhcvljhc
02/28/2007 09:40:00	
2007 Misc. Ops Log (February)	
	/ / / /

# Filtering a Position Log

- Click Filter button**
- Choose Filter Value from drop-down list(s)**
- Enter any additional criteria**
- Click Apply button**
- Click on Status Board**

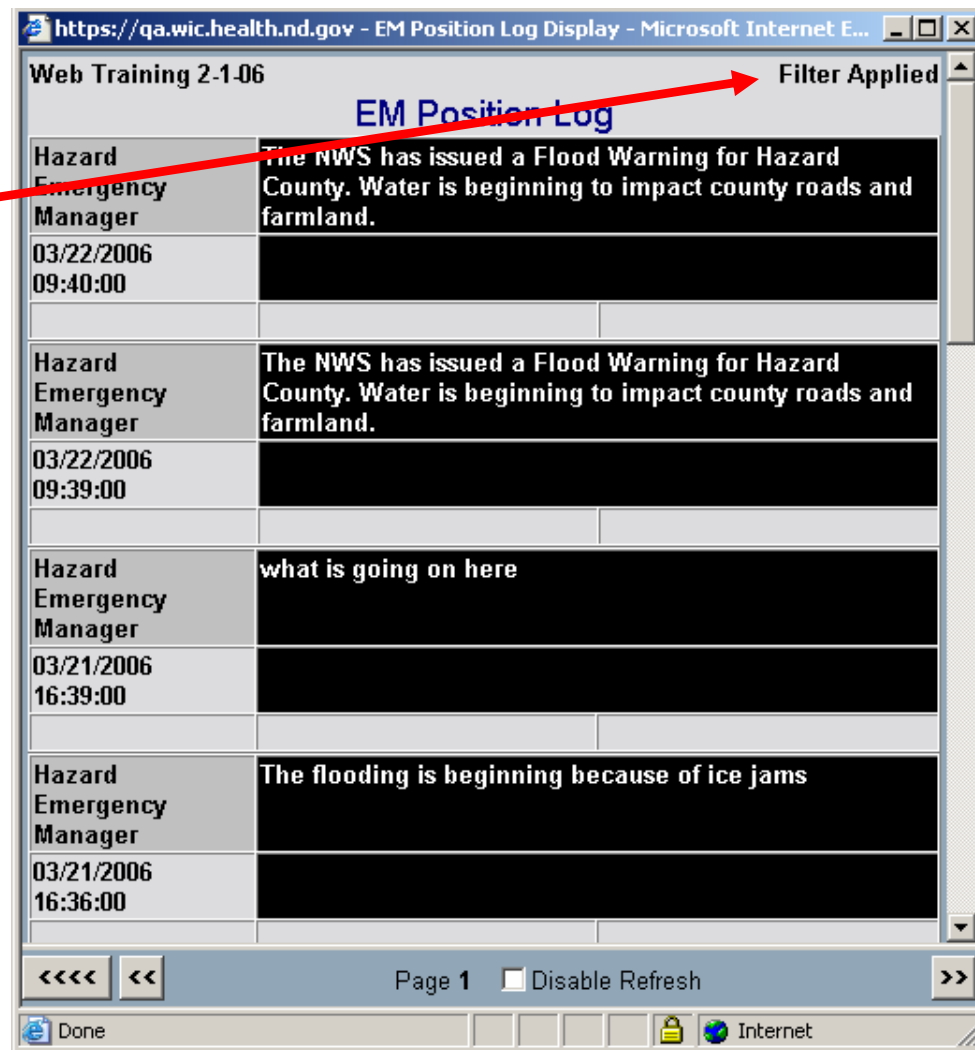
The screenshot shows a web browser window titled "https://qa.wic.health.nd.gov - DES Operations Position Log Ops - Microsoft Internet Explorer". The page has a navigation bar with buttons for "Entry", "Sort", and "Filter". Below this is a "Filter" section with an "Apply" button and a "Clear" button. The filter section contains several input fields: "Entered By" (a drop-down menu), "Role" (a drop-down menu), "Name" (a text input field), "Date/Time" (a text input field), "Event Type" (a drop-down menu), "Remarks" (a large text area), and "Priority" (a drop-down menu). Red arrows point from the text instructions on the left to the corresponding elements in the form: from "Click Filter button" to the "Filter" button, from "Choose Filter Value from drop-down list(s)" to the "Entered By" and "Role" drop-down menus, from "Enter any additional criteria" to the "Remarks" text area, from "Click Apply button" to the "Apply" button, and from "Click on Status Board" to the "Status Board" link at the bottom of the page.



# Filtering a Position Log (cont)

*When a board display is filtered a Filter Applied indicator appears*

*To remove the filter and redisplay all board entries, click clear.*



# Clearing Status Board Filters

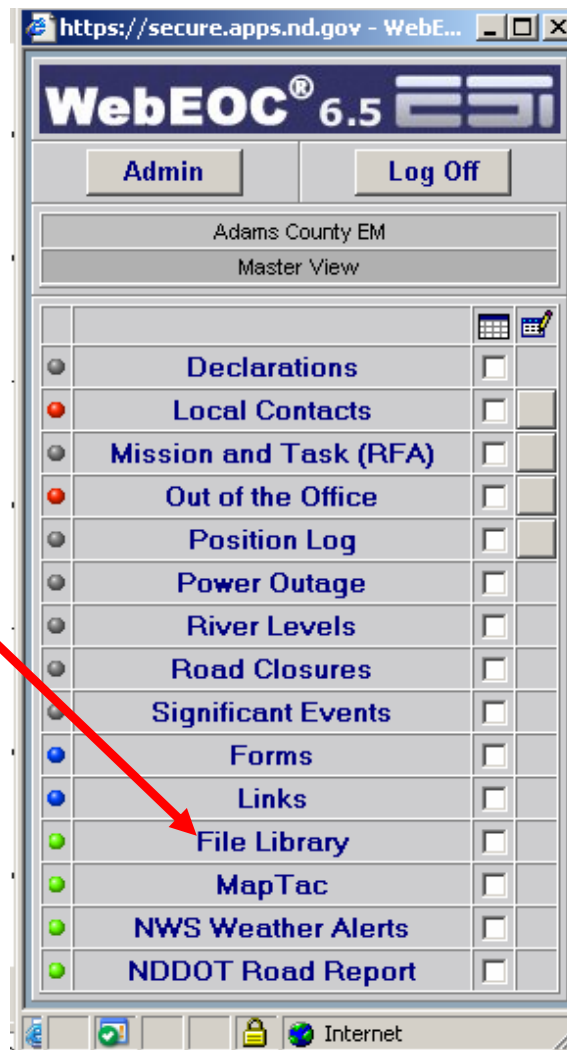
- When you apply a filter, the WebEOC status board displays only records that meet the given criteria. To show all the records you must clear the filter.
  - Click **View** button to open status board
  - Click the **Add/Input** button to display the Ops screen
  - Click **Filter** button
  - Click Clear; all filter values are removed
  - View the Status Board; all records are now displayed

# File Library

- The File Library contains a constantly growing list of relevant documents including the WebEOC Quick Reference Guide as well as other SOP documents
- The File Library contains Adobe Acrobat (.pdf) and Word files (.doc) though the library is not limited to any specific file type
- When adding pictures, use the small Web format such as .gif., jpg or .png.

# File Library

*Click to open the File Library*

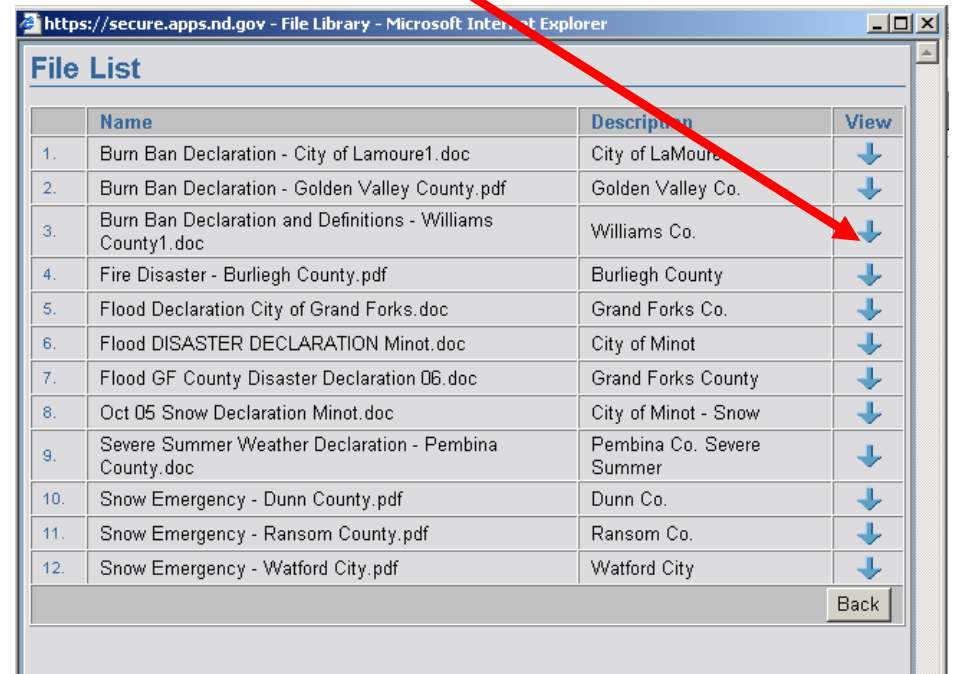


# File Library Files

*Click on Sample Declaration*



*This File opens and to view a file click on "VIEW"*



# Other Boards

- Declarations
- River Levels
- Road Closures
- Out of Office
- Power Outages